



**STUDENT HANDBOOK
AND
POLICIES**

Preschool Department

Welcome to the Preschool Department of Nashville Christian School, providing childcare for children six weeks through five years old. NCS Preschool functions under the direction of the governing bodies serving Nashville Christian School as a whole. The preschool staff functions under the direction of its director appointed by Nashville Christian School's president.

Licensure

The preschool department at Nashville Christian School 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
Andrew Johnson Tower
710 James Robertson Parkway 11th floor
Nashville, TN 37243-0376
Phone 615-517-8236

Mission Statement

The preschool department 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 preschool department 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 NCS 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 priority followed by children of Nashville Christian School staff, followed then by the community.

Current preschool students and their siblings 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 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 preschool 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 NCS preschool. Weekly tuition will be charged if notice has not been

received. 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. Parents of students entering kindergarten in August should communicate summer attendance plans to the preschool office.

Nashville Christian Preschool's primary goal is the healthy development and success of each child and the center's community. NCS may not have the resources to meet the needs of all children or accommodate the special needs of any particular child. NCS may find it necessary to terminate enrollment of 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

NCS 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, access to classroom teachers via phone, cell phone or email is restricted.

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:

Parent Open House (8/6/2017)
Start of new session (8/7/2017)
Labor Day (9/4/2017)
Thanksgiving Day and the day after (11/23 and 11/24, 2017)
Christmas Holiday - center closed (12/25 and 12/26, 2017)
New Year's Day - center closed (1/1/2018)
Good Friday - center closed (3/30/2018)
Memorial Day - center closed (5/28/2018)
Independence Day - center closed (7/4/2018)
Teacher In-Service, center closed all day (8/3/2018) (tentative)

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, text and e-mail communication will be sent to all parents. If you are uncertain you are encouraged to call 615-356-5605 and listen to a recorded message. In the event the area surrounding NCS is involved in a disaster your child will be transported to safety, please contact the Metro Nashville Fire Department if you have been unable to speak with someone from NCS. Weekly tuition rates apply until the child is withdrawn with two week notice provided; tuition is not adjusted for days missed due to holiday, weather or required training.

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 preschool 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 NCS with anyone other than a parent or person listed on their enrollment form without permission from a parent. In the event an emergency requires someone not listed on the form to pick up a child, please call 615-356-5605 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

NCS 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 when 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. It may be necessary to withdraw enrollment for a child whose behavior is non-typical and requires more teacher attention than expected. Children who present violent behavior placing themselves or others at risk will be disenrolled. Nashville Christian School respectfully requests parents share any and all information concerning a child's medical condition, developmental history and any assessments or evaluations which have been performed.

NCS 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 against the "bad guy". Children are taught to respect and emulate police officers and soldiers. It should not be assumed when a child is observed playing in this manner 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. NCS 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. You should assume preschool children will play outside unless precipitation is falling at the time or if the outside temperature is considered unsafe by health officials.

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 NCS 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 polo or twill 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 NCS preschool 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. All bottles come to school prepared and ready to feed with child's name clearly indicated. Baby food, infant and toddler snacks are sent from home. A current infant feeding plan should be on file with the child's teacher. Parents are asked to record the last feeding time daily upon arrival. Please do not expect that

teachers can begin feeding your infant within the first hour after arrival. This allows teachers to plan for the needs of all our babies.

NCS is a nut free environment. Food brought from home cannot contain peanuts or 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. Meals brought from home should be nutritious and food with a high content of sugar is strongly discouraged. Breakfast time will end at 8:00 a.m. and morning snack is served around 8:30.

NCS does not serve caffeinated drinks or sugar added drinks and request that parents refrain from sending these drinks to school. NCS is proud of our nutritionally balanced meals and snacks in keeping with FDA guidelines, federal initiatives for health and The Gold Sneaker certification. 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. NCS will provide an approved nap mat or cot for each child. Each Monday please send a clean blanket and a fitted crib sheet for mats or cot sheet in addition to any special snuggly or other special object that helps him/her sleep, these items will be sent home to be laundered on the last day of the week. Although not every child will sleep, it is important that every child rest.

Physical Activity

Children will have the opportunity to experience a variety of temperatures in all seasons. Parents should expect outdoor play time daily unless precipitation is falling in which case every effort will be made to access one of our campus gyms. Morning and afternoon recess lasts approximately 30 minutes depending on the weather. Occasional arrangements can be made for children with specific illnesses.

Gold Sneaker Initiative

Our center has attained the Tennessee Gold Sneaker Initiative distinction and has adopted the following standards:

Policy 1.1: Children ages 12 months or older attending a full day program shall be offered at least 60 minutes of physical activity per day, either indoors or outdoors. Children attending less than a full day program shall be offered a proportional amount of such activities. For children ages three and older, this physical activity must be a balance of free play, teacher-directed activities, and music and movement. This must be documented in the daily schedule and on lesson plan forms.

Policy 1.2: Viewing of television, videos and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs that actively engage child movement. Children attending less than a full day program shall be limited

to a proportionate amount of such viewing. This shall be stated in the individual child care facility's policies.

Policy 1.3: Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. This shall be stated in the individual child care facility's policies.

Policy 1.4: Child care facilities must ensure physical activity is a positive experience for children and is never used negatively or to control behavior. This shall be stated in the individual child care facility's policies.

Policy 1.5: Ensure appropriate infant and child feeding patterns, including breastfeeding. Staff will be sensitive to breastfeeding mothers and infants, and their eating patterns. Each infant will have a feeding plan on file, which is completed by the parent/parents and facility as a team to address their unique feeding patterns.

Policy 1.6: Ensure appropriate infant and child feeding patterns, including adequate time for meal consumption. Adequate time for meals and snacks will be allowed for all children, and will be included in classroom schedules.

Policy 1.7: Ensure appropriate infant and child feeding patterns, including appropriate portion sizes. Appropriate portion sizes will be assured through staff training and adherence to portion sizes as found in child care licensing regulations.

Policy 1.8: All eating opportunities should consist of a respect for the child and promoting a positive attitude toward food. Food shall never be used as rewards for children. This shall be stated in the individual child care facility's policies.

Policy 1.9: Child care facility campus shall be tobacco free. This shall be stated in the individual child care facility's policies.

Communication

NCS will communicate information to you via parent meetings, periodic newsletters, daily notes, classroom notes, cell phone texts and emails. Feel free to contact the NCS preschool office at 615-356-5605 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 preschool 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 and are advised not to share their personal cell phone number.

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.

NCS 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, sedentary passive activities are limited. 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-nine 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 forward 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 NCS preschool. 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.

NCS 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, NCS may require that a doctor's note be provided stating the child is not contagious and may return to school.

NCS 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 preschool staff and no medication can be left at school over night. NCS preschool will not routinely 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 under the director's supervision 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 an appropriate 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)
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 NCS preschool. 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.

NCS 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.

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.

8. Care of Children with Special Needs, Chapter Section 0520-12-1-.13:

- When a center serves children with special needs, they are to receive the same care and participate in the same activities, as appropriate.
- Adaptations must be directed towards helping the child become independent and developing self-help skills.
- Specialized services provided must be documented and information shared with appropriate parties.

Adult:Child Ratio Charts - EFFECTIVE JULY 1, 2003:

Single Age Grouping and Adult:Child Ratio Chart

Maximum Group Size and Adult Child Ratios							
Single-Age Grouping	8	12	14	16	18	20	No Max
Infants: 6 wks. – 15 mos.	1:4						
Toddlers (12 mos. – 30 mos.)		1:6					
2 years (24 mos. – 35 mos.)			1:7				

