

Franklin Special School District

# MAC Program



# Parent Handbook

2017-2018

TO ALL MAC PARENTS AND STUDENTS:

2017-2018

*FROM THE DIRECTOR OF SCHOOLS*

*Welcome to the Franklin Special School District MAC (Morning and Afternoon Care) Program! We are very proud of the services provided by our program and hope that you will find it to be both helpful to you as a parent and beneficial to your child. We strive to make this an extended learning opportunity which compliments and supports the regular school day.*

*Please study the handbook carefully and feel free to contact our office if you have questions or concerns during the coming year. Your support of this program is appreciated.*

*WELCOME!*

*Sincerely,*

*David L. Snowden, Ph. D  
Director of Schools*

MAC PROGRAM  
Mission Statement

The mission of the Morning and Afternoon Care Program of the Franklin Special School District is to effectively use school facilities to provide a safe and enriching place for students of the district to go during out of school times.

**WHAT IS THE MAC PROGRAM?**

The Franklin Special School District saw a need for a safe, enriching, and educational program for students enrolled in the FSSD while parents were working and school was not in session. It responded by creating a **M**orning and **A**fternoon Care Program. This is a program designed to emphasize a hands-on learning atmosphere with stimulating teacher-directed activities. Children are able to choose from a variety of enrichment programs that provide them with a wide range of learning opportunities. These activities include crafts, sports, art, music, recreation, computer instruction and other activities which benefit children emotionally, socially, physically and mentally. We also provide time for the child to do homework and tutoring. The program is a non-discriminating program designed to accommodate children in kindergarten through 8<sup>th</sup> grades.

The MAC Program welcomes and also encourages any input from parents and children to help it grow and better serve. Should you have any questions or concerns about the program, please feel free to contact the MAC Office at 790-4719.

**HOW MUCH DOES IT COST?**

THERE WILL BE AN ANNUAL \$30 NON REFUNDABLE REGISTRATION FEE PER CHILD FOR THE SCHOOL YEAR. AN ADDITIONAL \$30 MATERIAL FEE WILL BE CHARGED FOR SUMMER MAC.

\*Financial assistance may be available through the Department of Human Services of Tennessee at (615) 790-5500 or 1-855-247-5874.

**Daily Rates**

|               | AM only | PM only | AM&PM   |
|---------------|---------|---------|---------|
| Franklin Elem | \$5.00  | \$8.00  | \$13.00 |
| Johnson       | \$5.00  | \$8.00  | \$13.00 |
| Freedom Inter | No AM   | \$9.00  | n/a     |
| Liberty       | \$5.00  | \$8.00  | \$13.00 |
| Moore         | \$5.00  | \$8.00  | \$13.00 |
| Poplar Grove  | No AM   | \$9.00  | n/a     |

**Additional Rates**

|               | Early Dismissal   | Abbreviated       | Late Start       | Snow/Holiday |
|---------------|-------------------|-------------------|------------------|--------------|
|               | AM / PM / Both    | AM / PM / Both    | AM / PM / Both   | Full Day     |
| Franklin Elem | \$5 / \$15 / \$20 | \$5 / \$25 / \$25 | \$8 / \$8 / \$16 | \$25         |
| Johnson       | \$5 / \$15 / \$20 | \$5 / \$25 / \$25 | \$8 / \$8 / \$16 | \$25         |
| Freedom Inter | No AM / \$16.00   | No AM / \$25      | \$8 / \$9 / \$17 | \$25         |
| Liberty       | \$5 / \$15 / \$20 | \$5 / \$25 / \$25 | \$8 / \$8 / \$16 | \$25         |
| Moore         | \$5 / \$15 / \$20 | \$5 / \$25 / \$25 | \$8 / \$8 / \$16 | \$25         |
| Poplar Grove  | No AM / \$16.00   | No AM / \$25      | \$8 / \$9 / \$17 | \$25         |

Two weeks prior to holidays, we will ask you to sign-up in ADVANCE. All holidays, snow days and professional development days are held at the holiday site at 1406 Cannon Street. **If you sign-up in advance and your child does not attend, there will be a \$10.00 a day no show charge per family per site. If your child attends as a drop-in, your child will be charged the daily \$25.00 charge plus a \$10.00 a day drop in charge per family.** Due to pre-scheduling of buses, drop-ins will NOT be allowed to go on scheduled field trips unless a fieldtrip form is turned in a week in advance. Changes and cancellations must be made prior to the noted deadline.

## HOW DO I REGISTER?

Registration forms are available at each school MAC site. Completed registration form and Parent Agreement form must be submitted, along with the non-refundable \$30 registration fee, to the MAC manager or MAC central office prior to your child attending.

Registration materials are available through the FSSD website at <http://fssd.org/finance-and-administration/mac-extended-care/>. There is an online registration option link or you may print and return completed registrations forms to the MAC site.

## MAC OPERATING SCHEDULE

THE FIRST FULL DAY FOR SCHOOL MAC IS AUGUST 11TH. THE FIRST FULL DAY OF KINDERGARTEN MAC IS FRIDAY, AUGUST 18<sup>TH</sup>.

**This school year, all MAC sites and the Holiday site will be closed for the following holidays:**

Labor Day – Sept. 4, 2017  
Thanksgiving Day – Nov. 23, 2017  
Day after Thanksgiving – Nov. 24, 2017  
Christmas Eve - Dec. 22, 2017  
Christmas Day – Dec. 25, 2017  
Day after Christmas – Dec. 26, 2017  
New Year’s Eve – Dec. 29, 2017  
New Year’s Day – Jan. 1, 2018  
Martin Luther King Day – Jan. 15, 2018  
President’s Day – February 19, 2018  
Spring Holiday - March 30, 2018  
Memorial Day – May 28, 2018  
Independence Day – July 4, 2018

**MAC will be open at the Holiday Site:**

|               |  |
|---------------|--|
| Oct. 9 – 13   | Spring Break                                 |
| Nov. 20 – 22  | Thanksgiving Break                           |
| Dec. 27 – 28  | Winter Break                                 |
| Jan. 2 – 4    | Professional Learning Day/Administrative Day |
| March 26 – 29 | Spring Break                                 |

**ALL ABBREVIATED DAYS WILL BE HELD AT EACH INDIVIDUAL SCHOOL'S MAC SITE:  
Charge of \$25.00 per child (These are 2 hour days.)**

December 21                      May 23

**ALL EARLY DISMISSAL DAYS WILL BE HELD AT EACH INDIVIDUAL SCHOOL'S MAC SITE  
See rate chart for individual school rates (These are 4 hour days)**

August 10                      November 17  
September 1                      February 16  
October 6                      March 23

## **OPERATING HOURS:**

### **Before School:**

Franklin, Liberty, Johnson and Moore Elementary                      6:00 - 8:15 a.m.

Freedom Intermediate, Freedom Middle and Poplar Grove Schools do not have a before school program.

### **After School:**

Franklin, Liberty, Johnson and Moore Elementary                      3:30 - 6:00 p.m.  
Poplar Grove                      2:40 - 6:00 p.m.  
Freedom Intermediate and Freedom Middle                      2:30 - 6:00 p.m.

## **FREEDOM MIDDLE SCHOOL TRANSPORTATION TO MAC**

Freedom Middle students ride a designated bus (# to be announced) to the MAC Program at Freedom Intermediate. A MAC bus form must be signed before students can ride the bus. Students are not permitted to walk and will be dismissed from MAC if they miss the bus and walk.

## **HOW DO I PAY?**

Payment is due by Friday at 6:00 p.m. for the current week's attendance. **A late fee of \$10 will be automatically added if payment is not received at your site by 6:00 p.m. on Friday. Late payment fees will continue to accrue each week a balance is due.** Vacations, illnesses, etc., do not exempt you from paying.

Charges shown on the sign in/out screen of the check-in computer are for the previous week's charges. If you do not see a credit (indicated by a minus sign, i.e. -25.00) or zero balance, you are late. This balance plus the current week's balance must be paid by Friday.

- Payment may be made on site by check or money order, paid online by Click-to-pay, or by calling the MAC central office at 790-4719 to pay by credit card.

- Check: Please write the name of the child/children and the school name on your check – especially if written by someone other than the parents. You may write one check for separate schools as long as there is a breakdown of payment for each school and child.
- Cash: Cash payments will **only** be taken at the Central Office Annex building weekdays from 8:00 a.m. until 4:00 p.m. Please do not send money (cash or check) to your child’s classroom teacher. IT WILL NOT BE ACCEPTED.
- If your payment is mailed, it must reach the Central Office Annex by Friday or it will be late and a late fee will be assessed.
- **Click-to-pay:** If a current email address is on file, a **receipt** will be sent weekly. Charges shown on the receipt are for the **previous** week’s charges. If you do not see a credit (indicated by a minus sign, i.e. **-25.00**) or zero balance, you are late and a late fee has already been applied. A Click-to-pay link will be included in the email in order to make payments online. If you wait until receiving your receipt to pay the balance shown, the payment is already late since payments must be submitted by Friday of the current week’s attendance.
- Non-payment of any balance owed will result in your account being locked and your child/children will not be able to attend MAC until the balance is paid in full.
- All credit balances of \$10.00 or less will be forfeited unless a refund request is made during the current school year.
- Tax statements are given out in January. **Accounts with balances will not be allowed to receive tax statements until payment is received in full.**

The MAC Program has a policy we will refer to as the “Three Strike” policy. The MAC Program Parent Agreement you signed is a contract stating payment is due by Friday each week. On the fourth week of late payment, you will be dismissed from the program for the remainder of the school year.

|                            |
|----------------------------|
| <b>RETURN CHECK POLICY</b> |
|----------------------------|

You will be notified by the MAC office should an "INSUFFICIENT FUNDS" check be returned to us, and you will be assessed a \$20.00 NSF charge. Checks will not be processed twice. You will be asked to replace it immediately with a money order at the site or cash at the MAC office. Upon receipt of three NSF checks, only cash or money orders will be accepted for the remainder of the school year. NSF checks can be reported to the Sheriff’s Department for collection.

## HOW DO I SIGN MY CHILD IN AND OUT?

Your child must be brought inside the building when signing them into the program. There will be **NO** supervision until 6:00 a.m. Each child should be signed in as soon as he/she arrives for the program.

Children must be personally checked in/out from the program in the morning and afternoon by means of an assigned computer PIN number. Children are not allowed to enter their PIN into the computer. Children are not allowed to wait for parents in the parking lot. The person checking out the child must be at least sixteen (16) years old.

State childcare laws require that all students be officially registered for MAC in order for service to occur. The department of Children's Service or Police Department will be contacted for all students dropped off in MAC without proper MAC registration.

Students will neither be released to commercial transportation personnel (i.e., taxi drivers) nor will they be released to anyone whose behavior may place the child(ren) in immediate risk.

## WHAT HAPPENS IF I AM LATE PICKING UP MY CHILD?

The MAC Program closes promptly at 6:00 p.m. Late pick up fees of \$15.00 will be charged until 6:15 and will be \$1.00 per minute thereafter. If you are late 3 times, you may be asked to leave the program.

After all emergency numbers are contacted and no communication received by 6:30 p.m., the police and/or Department of Children's Services may be called for assistance with the child(ren).

## ILLNESS AND MEDICATION POLICY

The MAC Program cannot provide for sick children. Please do not send your child to the Program if he/she is ill. The MAC Program follows the same "fever free for 24 hour policy" the schools abide by. We will require your child to be picked up as soon as possible in the event he/she becomes ill or develops a fever while in the program. **If a child has to be given daily medication (such as Ritalin or seizure medicine), a medication form MUST be on file with the Site Manager.** This form must have clearly stated instructions such as the name of the medication, dosage and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the Site Manager in a prescription bottle. Over the counter medications such as cough syrup, aspirin or cold medicines CANNOT be administered in MAC. MAC follows the medication policy for Franklin Special School District.

## WHAT ABOUT SNOW DAYS AND HOLIDAYS?

**PLEASE NOTE: FOR THE SAFETY OF CHILDREN, PARENTS AND THE MAC STAFF, MAC HOURS ON SNOW DAYS WILL BE FROM 7:00 A.M. UNTIL 5:00 P.M.**

The MAC Program will operate each day school is in session. In addition, we will operate FULL-DAY schedules (6:00 a.m. - 6:00 p.m.) on in-service days, some school holidays and our summer program. (Note: days the MAC Program will be closed - See Page 3.) You will need to listen to the radio/television announcements, plus your F.S.S.D. phone call regarding snow days. If schools are closed, Dr. Snowden, the Director of Schools, will make the determination if it is safe to open MAC at the Holiday Site. Remember to listen for an announcement for the Franklin Special School District not Williamson County or Franklin County. If open, snow days will operate from 7:00 a.m. until 5:00 p.m. **If schools open late due to adverse weather, MAC will open at 7:00 a.m.** at all buildings except Freedom Middle. There is an \$8.00 charge for a late start day. **If a school day dismisses early due to adverse weather, MAC will be housed at your own site until 5:00 p.m. Your child/children must be registered in MAC to stay.**

Snow days, holidays, in-service days and summer MAC will be held at the Central Office Annex Building, 1406 Cannon Street. Parents must come into the building to sign in and out during these days. In order for us to have an idea of how many children to plan for during the holidays, we would like for you to sign up in advance. By doing so, your account will only be charged if your child attends.

## WHAT ABOUT MEALS AND SNACKS?

**BEFORE SCHOOL CARE** - breakfast can be purchased in the school cafeteria. Current prices will be posted at each school.

**AFTER SCHOOL CARE** - an afternoon snack will be provided every day and is included in the weekly fee.

**FULL DAY CARE** – breakfast may be provided by MAC and will be announced; an afternoon snack will always be provided at no additional cost. Lunch arrangements will be announced with most provided by MAC and some provided by the parent.

## HOW DO YOU COMMUNICATE BY TELEPHONE?

If you need to talk with the MAC Supervisor, Site Manager, or leave a message for your child in the MAC Program, please call the MAC Office during school hours at 790-4719.



PLEASE DO NOT CALL YOUR CHILD'S SCHOOL OFFICE DURING THE SCHOOL DAY WITH MESSAGES FOR THE MAC PROGRAM!

If you need to communicate during the hours the MAC Program is in session, you may then call your child's school, as a telephone will then be available to the MAC Program.

#### WHAT ABOUT INSURANCE?

You are encouraged to have medical insurance for your child in case of an accident. Student policies are made available through the school.

#### DISCIPLINE POLICY

All children enrolled in the MAC Program will be expected to follow rules established by the staff for the purpose of safety and smooth operation of the program. Children who have behavior problems may be asked to leave the program. If your child is suspended from school, he/she may not attend the MAC program until the child returns to school. Any student with a record of violence or zero tolerance violation will not be allowed to attend MAC.

The MAC Staff is committed to positive reinforcement of good behavior. If a major problem occurs, you will be contacted by the Site Manager. Please stress the importance of good behavior patterns with your child. It is our goal to keep the program enjoyable for everyone. Any student who is assigned to the Alternative Learning Center will not be allowed to attend the MAC Program.

#### MAC BEHAVIOR RULES

1. Follow directions the first time they are given.
2. Keep your hands, feet and objects to yourself.
3. Use inside voices when speaking.
4. Respect others. DO NOT swear, tease, bully or fight.
5. Stay with your group at all times.

#### CONSEQUENCES

1. Verbal warning.
2. A verbal warning, with documentation and time out from activities.

**The following behaviors are considered inappropriate and unacceptable in MAC. These behaviors may result in an immediate three to five day suspension.**

1. Possession of weapons, contraband or other dangerous objects (Zero Tolerance Policy applies)

2. Fighting, wrestling, spitting (with or on peers or staff)
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar language, cursing
6. Improper display of private body parts
7. Disrespectable behavior to other children or staff
8. Stealing
9. Physical attacks on staff or other students (Zero Tolerance Policy applies)
10. Throwing objects (rocks, sticks, desks, tables, etc.)
11. Leaving group without permission (i.e., running away, hiding, etc.)
12. Behavior deemed inappropriate and unacceptable by the Site Manager, Principal or the Program Supervisor

## **PARENT INVOLVEMENT**

Parents are welcome to observe our activities at any time. There is an Advisory Board made up of parents and teachers whose function is to set up and review the policies and to address problems and issues that arise in the program. See the Site Manager at your school for the names of the parents on the Advisory Board.

The Advisory Board has been put in place to help you. Please feel free to contact the Board with any comments, suggestions and/or questions. Messages can be left with the site secretary at the MAC desk.

Shared information between the parent and the staff about the child can benefit the parent and the MAC Program. The staff will be able to meet the needs of your child in a better manner if we are aware of things like an illness in the family, a change in living location, special fears, etc. Please keep all information on your child's registration form current. It is your responsibility to update work and home telephone numbers.

The MAC Staff will keep you informed about special activities and your child's participation in the program. We want you to know what is being done to create the best possible experience for your child. Communication and working together will strengthen our program!

## **PARENT'S RIGHTS**

Parents Have the Right To:

1. Know their children are in a safe environment where they are free to select from a variety of activities.
2. Know what types of programs and activities are being planned and be offered feedback on the kinds of activities the children enjoy.
3. Share concerns with the Staff, or the Advisory Board, about anything they do not

- feel is in the best interest of the children.
4. Know if their child is misbehaving, and spend time talking with the staff concerning a solution.
  5. Know when the children will be going any place other than where the program is usually held.
  6. Voice concerns and considerations not covered in this handbook.

## PARENT'S RESPONSIBILITIES

Parents Have The Responsibility To:

1. Observe the rules of the MAC Program as set forth in this handbook and any additional policy statements.
2. **Listen to concerns that staff members have about their child's behavior and to work through an agreeable solution to problems.**
3. Know about any changes in policy or procedure.
4. Replace any equipment the child is responsible for misusing.
5. Sign out their child at the end of the day or notify a staff member when another authorized person is picking up their child.
6. Inform staff if a child has been exposed to a contagious illness.
7. Notify staff of planned vacation and other absences in advance.
8. Notify staff of withdrawal at least one week in advance.
9. Pay fees on time.
10. Keep the child's record up-to-date with any changes in telephone numbers and addresses.
11. Pick up children on time.
12. Have your child's name on articles such as coats, lunch boxes, book bags, etc. he/she may bring to MAC.

## STUDENT'S RESPONSIBILITIES

Students Need To Be Responsible:

1. For respecting the rules which guide them during the school day; for controlling their feelings so their actions do not harm anyone in the program.
2. For not willfully destroying or harming any equipment or property in the building or belonging to anyone else while they are in the program.
3. For sharing equipment and facilities with all children in the program.
4. For remaining with a staff member at all times and notifying a staff member when they need to go to another area.
5. For coming **IMMEDIATELY** after school, unless they advise the staff member otherwise.
6. For respecting the rules of the MAC Program.

7. For dressing appropriately for indoor play; for having tennis shoes available to wear in the gym.
8. For carrying out an activity they have committed themselves to do.
9. For cleaning areas they have used before leaving that area either to go to another area or to go home.
10. To bring all materials they need to take home with them to MAC each day - no one will be allowed to return to their classrooms after school.
11. For bringing a written note to MAC from a teacher who needs their help after school.

#### **PUBLICITY PHOTOS AND/OR VIDEOS FOR THE MAC PROGRAM**

At times we are very fortunate to have various news agencies to do a publicity feature about our Program. The parent agreement form in the registration packet will also give permission for your child to appear in publicity photos and/or videos. If there is a problem regarding this permission, please notify your Site Manager or call the MAC Office at 790-4719.

THE MAC PROGRAM IS A NON-DISCRIMINATORY PROGRAM WHICH IS OPERATED BY THE FRANKLIN SPECIAL SCHOOL DISTRICT AND IS OPEN TO ALL STUDENTS ENROLLED IN THE FSSD. CHILDREN MUST HAVE COMPLETED KINDERGARTEN TO ATTEND THE SUMMER MAC PROGRAM, BUT CAN ENROLL IN THE WEE MAC PROGRAM. THE MAC PROGRAM IS FULLY FUNDED BY FEES CHARGED TO PARENTS OF CHILDREN ENROLLED IN THE MAC PROGRAM. IF FOR ANY REASON YOUR CHILD PRESENTS AN UNDUE RISK TO THE SAFETY OR WELL-BEING OF OTHER CHILDREN IN THE PROGRAM, OR IF YOU FAIL TO PAY DUE BILLS TO THE MAC PROGRAM, MAC RESERVES THE RIGHT TO DISCONTINUE SERVICES TO YOUR CHILD. BECAUSE OF COST, WE CANNOT MAKE ANY STAFFING ADJUSTMENTS (I.E., 1:1 TEACHER TO STUDENT RATIO). THE MAC PROGRAM PROVIDES A GROUP SERVICE AND THE CHILD MUST BE ABLE TO FUNCTION WITHIN A GROUP.

MAC IS NOT RESPONSIBLE FOR PERSONAL PROPERTY of students. WE ENCOURAGE CHILDREN NOT TO BRING PERSONAL BELONGINGS. Ex. ( iPads, toys, handheld games )

**MAC SUPERVISOR**

AMANDA PARKS  
parksama@fssd.org

**SECRETARY**

RENEE BUCHANAN  
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**BOOKKEEPER**

KATHI STONE  
stonekat@fssd.org

**CENTRAL OFFICE MAC 790-4719  
HOLIDAY MAC 591-2813**

**SITE MANAGERS**

**FRANKLIN ELEMENTARY**

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**FREEDOM INTERMEDIATE**

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**JOHNSON ELEMENTARY**

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**LIBERTY ELEMENTARY**

LYNDSEY WILHELM  
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**MOORE ELEMENTARY**

**POPLAR GROVE**  
ANGELA KENNEDY  
790-4720  
[kennedyang@fssd.org](mailto:kennedyang@fssd.org)

**BOARD OF EDUCATION**

Sherry Badger  
Alicia Barker  
Alena Bell, Au. D  
Robert Blair  
Robin Newman  
Tim Stillings  
Kevin Townsel

**DIRECTOR OF SCHOOLS**

David L. Snowden, Ph. D.

**PRINCIPALS**

David Esslinger, Ed. D., Franklin Elementary  
Dr. Joel Hoag, Freedom Intermediate  
Kristi Jefferson, Ed. D., Freedom Middle  
Tosha Robinson, Johnson Elementary  
Cheryl Robey, Ed. D., Liberty Elementary  
Lisa Burgin, Moore Elementary  
Alisha Erickson, Poplar Grove K-4  
Christopher Treadway, Poplar Grove 5-8

FRANKLIN SPECIAL SCHOOL DISTRICT  
507 NEW HIGHWAY 96 WEST  
FRANKLIN, TN 37064  
(615) 794-6624

CENTER FOR SCHOOL/COMMUNITY OUTREACH  
CENTRAL OFFICE ANNEX  
1406 CANNON STREET  
FRANKLIN, TN 37064  
(615)591-2802



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

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

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

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

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

Single-age grouping chart:

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

Multi-age grouping chart:

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

\*Not including first grade children

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

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

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



- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have professional development training. 24 hours is required for the 2017/2018 school year and 30 hours is required for the 2018/2019 school year and beyond. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

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

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

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

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
  - Infants placed on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
  - No swaddling or wrapping in a blanket.
  - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
  - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

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

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

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

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

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

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

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

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.

- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

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

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

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

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