



Community Child Care Services, Inc.

Family Handbook

Community Child Care Services, Inc.'s mission is to promote Kindergarten Readiness through a nurturing, safe, and structured learning environment which focuses on the whole child. As a 501c3 non-profit organization, we offer families income-based childcare and accept childcare certificates.

Hours of Operation

Monday – Friday 6:30AM – 6:00PM

www.Communitychildcarehville.org

Office: (615)824-5060

Fax: (615)824-0684

Executive Director, Dena Bibb M.A.

Facility Information:

For the safety of your children, there is a security system in place. The classrooms are divided by age and development. We care for children ages 6 weeks to 5 years old. All classrooms will have a schedule for meals, snacks, learning, and playtime. Each classroom has separate bathroom facilities for appropriate age groups. Breakfast and lunch will be served daily, as well as an additional snack in the afternoon. Due to children's allergies, no outside food is permitted unless medically necessary and accompanied by a doctor's note.

Security:

We have a full security system throughout the childcare center. Families will receive an entry code for access during childcare business hours. Outside doors will remain locked throughout the day and only used for emergency purposes. If someone is picking up other than an authorized person, please give notice to the Executive Director, management staff, or your classroom teacher. In addition to communicating to the teacher, please stop by the front desk to fill out the necessary forms to authorize the pick-up person. The person picking up will be required to show an ID at the time of arrival.

Staff:

Our staff is well-trained and experienced. Staff go through the orientation training process before working with children, which includes but is not limited to the following areas: prevention and control of infectious disease, prevention of sudden infant death syndrome, administration of medication, prevention and response to emergencies due to food and allergic reactions, safety, prevention of shaken baby syndrome and head trauma, handling and storage of hazardous materials, reporting child abuse and neglect, introduction to early care and education. All employees are required to go through a background check and be fingerprinted before working with children.

We make sure all staff communicate with families about their child's day and we welcome your feedback. Our hiring process is designed to bring in employees with good character and excellent people skills, as well as a strong desire to work with children. Childcare workers must be 18 years of age and are supervised by the Executive Director and management staff. Our teaching program is planned and implemented by staff that has appropriate degrees and experience. Neither staff member nor volunteer will have a substantiated report of child abuse or neglect or whose name appears on the sex offender registry. Neither staff member nor volunteer will have a felony conviction on record.

Communication:

Open communication is vital to your child's successful experience here at Community Child Care Services, Inc. We have an open-door policy and families are welcome to visit at any time. We welcome your comments, suggestions, and/or concerns. Several communication channels are established, and we encourage you to take advantage of these. Please feel free to speak to your child's teacher, drop by the Executive Directors' office, email, or call the center. (Contact information located on the front of the Family Handbook.) In order to keep lines of communication open between staff and managers, we ask that families do not contact teachers on their personal cell phones or other social media applications.

Procare Connect App:

We know how important it is to stay up to date on your child's learning journey, which is why we offer you access to Procare Solutions' best-in-class app, Procare Connect.

Once you download the Procare Connect app on your smartphone, we will update you on your child's daily activities, milestones and more. We send you daily photos and/or videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

The app also offers several "contactless" ways to check your child in and out. This helps us limit in-person interactions and unnecessary foot traffic in the school so we can better ensure the health and wellbeing of you, your children, and our staff.

You will get an email soon with all the instructions including a unique **4-digit pin** and information to download the mobile app via email. For additional security, you will be notified via email when your child is signed in and out of the center.

Registration:

Community Child Care Services, Inc. registration process includes:

Tour of the Facility

Registration Fee - \$25

Current Immunization Record

Completed Child's Application

Physician statement for food related allergies

Allergy Action Plan for allergies requiring an epi-pen

Payment Policies:

Payments are made through our secure website www.TuitionExpress.com

Tuition is due on Monday for the week, if payment is not received by Wednesday, care will be suspended until payment is made. Advance payments are allowed. We require a 2-week written notice if you choose to remove your child from our care. Withdrawal forms are available upon request. Once we have been given notice, the next 2 weeks payment is due regardless of the child being present or not.

There is a \$35 fee for any returned checks or insufficient funds.

Full payment for the week is required even if your child does not attend and is required on weeks that the center is closed due to a holiday or weather.

Tuition prices are based on income and number of people in the household.

\$25.00 Non-Refundable Registration Fee is required at the time of enrollment.

A fee of \$1 per minute for late pick up after 6:00 pm.

Unpaid accounts will be placed with a collection agency.

Video Surveillance Policy:

To ensure the safety and security of all children, staff, families, as well as the security of our childcare facility, Community Child Care Services, Inc. is equipped with 24-hour video surveillance systems in classrooms and outdoor play areas. These cameras are intended to promote the safety and security of people and property, and can assist Community Child Care Services, Inc. in reviewing an incident not seen by a teacher or management. The system also allows Community Child Care Services, Inc. to evaluate teachers to ensure they are providing the highest quality of care. The following are just some additional benefits of having security cameras installed in childcare centers: security cameras are an effective deterrent of crime; individuals tend to perform better when monitored by security cameras; and they can provide peace of mind to our families and staff.

Because we insist on protecting the privacy of all children, families, and staff, our surveillance system/security cameras are for internal purposes only. Security camera recordings will be periodically deleted by Community Child Care Services, Inc., as they are on a system with a limited amount of storage.

Meals:

Weekly menus are posted in each classroom, on the family board, and provided to families by request.

Formula and baby food are provided to infants 6 weeks to 12 months old. Infants will be hand-fed, no propping bottles or placing infants in cribs with bottles is permitted. All infants will be fed according to their own schedule.

All meals served will follow CACFP requirements.

Breakfast is served between 7:30am and 8:30am, lunch is served between 10:30am and 12:00pm, and snack between 2:00pm and 3:00pm.

Holidays:

Community Child Care Services, Inc. will be closed on the following days:

New Year's Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

Personal Items:

Children are welcome to come with comfort items that may be necessary for nap or feeding time if they are in accordance with the state guidelines. Community Child Care Services, Inc. follows safe sleep practices set forth by the state for infants under 1 year old.

Families are to provide diapers/pull-ups, and wipes.

We ask that older children not to bring their own toys, if they do, Community Child Care Services, Inc. will not be responsible for lost or damaged items.

Due to the concerns addressed by the FDA in 2019, Community Child Care Services, Inc. will not allow children to wear any type of teething necklaces, bracelets, or anklets, within our school unless medically necessary and accompanied by a doctor's note.

Emergency Preparedness and Response Plan:

Community Child Care Services, Inc. will conduct monthly fire drills and quarterly disaster drills each year. Staff are trained in the areas of first aid and cpr, evacuation routes, accommodations of vulnerable persons, alternative locations in case of an emergency, shelter-in-place and lock-down procedures, and locations of emergency supplies. Our plan is always available to families in the front office area. Evacuation procedures are posted in each classroom.

Weather:

In the event of inclement weather, Community Child Care Services, Inc. will make every attempt to remain open during normal operating hours, however, the safety of our staff and children is the deciding factor to close in any emergency. It is at the discretion of the Executive Director to close earlier or open later due to inclement weather. Community Child Care Services, Inc. will notify families of any closing or delayed opening by 5:00 AM the morning of, in the following ways: Message all families and staff through ProCare Connect application, Broadcast on Channel 5 Snow Watch.

If the Center is open but because of severe weather and/or road conditions, management may decide to close early, if an early closing is deemed necessary, families will be notified.

We will make every attempt to remain open for working families; however, if we find it necessary to close, we will not credit or discount tuition fees.

Outdoor Play:

We strive for outdoor play as much as possible, weather permitting, so please plan accordingly. We ask that families dress children appropriately based on weather conditions and temperatures. All children should have appropriate footwear for outdoor play. If the temperature is below 32 degrees or the heat index is above 90 degrees, we will plan indoor activities. In the warmer months we ask that families provide appropriate footwear and sunscreen. In the colder months, we ask that families provide a warm coat, hat, and gloves.

Discipline:

Discipline will use positive guidance, redirection, and limit setting. Humiliating and frightening punishment is not tolerated. Peers are not allowed to administer any discipline.

We are required by law to immediately report suspected child abuse or neglect to Department of Human Services or law enforcement and require staff to read and sign the child abuse and neglect statement (defines child abuse/neglect, identifies reporting responsibilities and procedures).

Reasons for Removal:

We do not want to see children leave our care, but there are cases in which they may be asked to be removed, including but not limited to: non-payment, excessive late payments, noncompliance with policies, physical harm to another child or employee, or excessive late pickups. The Executive Director reserves the right to dismiss a child for any reason deemed necessary for the health and safety of children and staff. If you decide to leave our care for any reason, a two-week notice is required. A withdrawal form must be filled out to finalize your end date.

Sick Children:

If a child appears sick or has symptoms that may be contagious, they will be separated from the other children and their families notified.

If a child is sent home with a temperature at or above 100.0 degrees or any contagious or excludable symptoms, in order to return, the child must be symptom free for 24 hours regardless if accompanied by a doctor note.

Any confirmed cases of illnesses will be posted on the door of your child's classroom with a description of what families should look for and our recommendation for exclusion. We are required to report any contagious diseases to the Department of Health.

Community Child Care Services, Inc. reserves the right to enforce stricter policies and procedures on illnesses and exclusions of your child based on the circumstances.

On the next page, we list the recommendations for exclusions related to illness. Any symptoms shown that may pose a risk to other children or staff would require you to pick up your child within 1 hour.

We can store and administer medication at the center only with a parent/guardian **and** health professional's written consent. Medication will be stored in an area that is not accessible to children.

No transportation is offered through the center, but parents/guardians may sign consent for child to be transported in the case of an emergency.

Updated Health and Safety Procedures for Community Child Care Services, Inc. due to COVID-19

CCCS will ask that the same parent/guardian or designated person drop off and pick up the child every day, if possible.

Parents/Guardians will be allowed to walk their children into the school but will be restricted from entering classrooms. Social distancing should still be practiced when possible.

All children and staff will be required to immediately wash their hands upon entry to classrooms.

Staff will be intensely trained on proper handwashing procedures and closely monitored by management to ensure these procedures are being followed.

Please bring in a freshly laundered and sanitized sheet, blanket, and washable backpack. All items should be labeled with your child's first and last name. These items will remain at the school and will be laundered and sanitized weekly using ALL FREE & CLEAR detergent. These items will not be sent home.

Children are required to have two labeled changes of clothing on hand and children will be required to change clothes if there are secretions on it. Clothes will be washed at the school unless families request the clothing be sent home when soiled. While Community Child Care Services, Inc. makes every effort to ensure children's items are maintained and accounted for, occasionally, items get misplaced; CCCS is not responsible for lost items.

No outside items are permitted within the school. This includes but is not limited to, toys, food, cups, extra backpacks, overnight bags, books, etc. Car seats cannot be left at the school.

CCCS will avoid, if at all possible, the mixing of children, such as staggering playground times and keeping groups separate at the end of the school day instead of combining.

At nap time, staff will ensure that children's naptime cots and cribs are spaced out as much as possible, ideally 6 feet apart or separated by a solid barrier. Children will be placed head to toe in order to further reduce the potential for viral spread.

Parents/guardians will be asked to take their child's temperature before coming to the facility to ensure it is not above 100.4 without fever reducing medication. Upon their arrival, the parent/guardian will notify management of the child's daily temperature. Management will visually observe the children for signs of illness such as runny nose with cough, cough without runny nose, shortness of breath, flushed cheeks, excessive sweating, etc.

If a fever or any other excludable symptoms listed in the family handbook are observed during the school day, the child will be isolated immediately, and emergency contacts will have **1 hour** to pick up the child. Please make sure your contact information is up to date if we need to contact you.

Recommendations for Temporary Exclusion from a Childcare Setting:

Condition that prevents the child from participating comfortably in activities or results in a need for care that is greater than staff members can provide without compromising the health and safety of other children.

Any child with respiratory symptoms (cough, runny nose, or sore throat) and fever of 100.4 or greater should be excluded from their childcare program. The child can return 24 hours after the fever associated with these symptoms has resolved (without the use of fever-reducing medicine).

When the child appears to be severely ill, is not responsive, irritable, persistently crying, having difficulty breathing, or having a quickly spreading rash

Fever (temperature above 100.0 by any method) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, or diarrhea). For infants less than 2 months of age, an unexplained fever should be evaluated by a health professional. For these infants younger than 2 months of age, get urgent medical advice for temperature above 100.0°F, whether or not other symptoms are present

Diarrhea—Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents," and for children whose stool frequency exceeds 2 stools above normal per 24-hours for that child while the child is in the program or whose stool contains more than a drop of blood or mucus. Diarrhea is defined by stool which is occurring more frequently and/or is less formed in consistency than usual in the child, and not associated with changes of diet.

Vomiting within 24 hours unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration.

Abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with fever or other signs or symptoms

Mouth sores with drooling that the child cannot control unless the child's primary health care provider or local health department authority states that the child is noninfectious

Rash with fever or behavioral changes, until a primary care provider has determined that the illness is not a communicable disease

Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing

Other conditions with specific diagnoses as follow:

Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until the child has had two doses of a course of an appropriate antibiotic 12 hours apart

Head lice, until no nits or lice are present

Scabies and ringworm, until after first treatment.

Chickenpox (varicella), until all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours

Rubella, until 7 days after the rash appears

Pertussis, until 5 days of appropriate antibiotic treatment (21 days if untreated)

Mumps, until 5 days after onset of parotid gland swelling

Measles, until 4 days after onset of rash

Hepatitis A virus infection, until 1 week after onset of illness or jaundice or as directed by the health department

If you have questions about infectious diseases or immunizations, contact the Department of Health or your physician. Sumner County Health Department: (615) 824-0552



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

This summary is a guide for parents of children in licensed child care agencies. It outlines some of the requirements child care agencies must meet in order to be licensed. The Department of Human Services licenses child care agencies with five (5) or more unrelated children operating for three (3) or more hours per day unless exempt. **The purpose of licensing is to help maintain healthy, safe, and developmentally appropriate environments for your child.** Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. You may ask your agency to see the complete set of licensure rules for child care agencies or you can access the rules through the Department's website at:

<https://www.tn.gov/humanservices/for-families/child-care-services.html>

Ownership, Organization, and Administration

- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children less than six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- Written documentation that the parent performed an on-site visit to the agency to review the agency's facility and parent engagement strategies prior to enrolling the child (not required for children of homeless families).
- Child care agencies shall establish a drug testing policy for all staff having direct contact with children.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential(s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children, unless legal documents prohibit or restrict access.
- Children's Records
 - ✓ Written consent for emergency medical care.
 - ✓ Written plan stating to whom the child shall be released.
 - ✓ Written transportation agreement between parent and the center regarding daily transportation.
 - ✓ Daily attendance that includes time in and time out for each child.
 - ✓ Prior written permission of parent for each off-site activity.
- The agency or agency staff shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law.
- The child care agency's current license and agency report card shall be posted near the main entrance.
- Written expulsion policy clearly shared with parents and staff.

Staff

- Family and group home child care agencies must notify parents in advance of the person in charge during primary educator's absence.
- A staff member shall be designated in charge in the absence of the primary educator / director and the name of the person in authority shall be posted.
- At all times, one (1) adult educator with at least a high school diploma shall be on the premises.
- Pre-service training for all staff prior to assuming duties.
- Substitutes providing services for more than 36 hours in a calendar year shall meet background check requirements and have a physical exam prior to beginning duties.
- Volunteers cannot be counted to meet the adult: child ratios and shall never be left alone with children.

Criminal Background Check

- Criminal background checks are required for all staff at least every five (5) years.

Record Keeping

- A record for each child shall be maintained within the child care agency.
- Written plan of action must be endorsed by a physician for a child with life threatening allergies.
- Parent must provide written consent for emergency medical care/treatment.
- Written statement must be on file that lists to whom the child shall be released

- Written transportation agreement between parent and the child care agency regarding daily transportation.
- Maintain daily attendance records that include the full name and time in and time out for each child.
- Written permission slips from the parent for each field trip prior to the activity.
- Each child shall have a written transition plan for moving from one age group to another.
- The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.
- Children of homeless families and/or children in state custody may receive care for up to sixty (60) days prior to providing documentation of immunizations and well-child examinations.

Incident Reporting

- Incidents, accidents, injuries and signs of illness shall be reported to the parent no later than the child's release on the date of occurrence.
- Incidents, accidents, injuries and signs of serious illness to children shall be documented immediately and must include: child's name and date of birth, name of person writing report, date & time of occurrence and completion of incident report, description of incident and circumstances, and actions taken by agency.
- The child care agency shall notify the Department of all serious incidents the same day of the incident by contacting the Complaint Hotline at 1-800-462-8261.

Duty to Report Child Abuse and Neglect

- Every operator, owner, licensee, director, primary educator or staff member of, or substitute staff member or volunteer in, a child care agency licensed by the Department of Human Services is individually responsible and required to

immediately report any reasonable suspicion of child abuse or neglect to either the Department of Children's Services and/or local law enforcement or the judge of the juvenile court in the county of the child's residence, pursuant to T.C.A. §§ 37-1-403 and 37-1-605.

- All child care agency staff shall receive annual training regarding proper procedures to report child abuse and neglect.

Supervision

- All areas of the building and grounds shall be visually inspected after closing the child care agency for the day to ensure no children have been unintentionally left in any part of the child care agency's facilities.
- Children shall be released to only the child's parent, or other person authorized by the parent in accordance with child care agency's policies.
- Child care agencies shall maintain a daily sign-in and sign-out sheet that includes each child's printed full name, date, time of entry, time of departure and space for the printed name and signature of parent or authorized representative.
- Educators providing supervision to children during meal and snack times are prohibited from performing activities/ duties unrelated to food service.
- Child care agencies shall develop, follow and post a written mealtime supervision plan.
- Child care agencies shall develop and follow a written playground supervision plan.
- During field trips, the adult:child ratios shall be doubled and attendance shall be checked upon departure and arrival at each destination and at the beginning and end of each activity (in family and group homes the adult:child ratio shall be increased by one (1)

during field trips).

- When children are engaged in activities in or near a body of water, the following requirements shall be met:

Age Group	Adult:Child Ratio
6 weeks–12 months	1:1
13 months – 35months	1:2
Three (3) years	1:4
Four (4) years	1:6
Five (5) years	1:8
School-age (Kindergarten and above)	1:10

- One (1) adult present shall have a current certificate in advanced aquatics lifesaving skills and shall supervise above the level of the swimmers.
- Safe sleep supervision procedures must be followed to prevent suffocation and deaths in infants:
 - ✓ Infants shall sleep in cribs or play yards.
 - ✓ Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, swing or other restraining devices.
 - ✓ Bibs shall be removed prior to placing a child in a crib for sleeping.
 - ✓ Soft bedding, mobile toys and other toys that attach to any part of the crib are prohibited.
 - ✓ Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib.
- Any practice that is an exception to the Department’s safe sleep supervision procedures shall not be used without written authorization from a physician.

Health and Safety

- Children shall be checked upon arrival each day for signs of illness and injury.
- The receiving educator shall document any obvious marks or injuries and shall note any comments from the parents pertaining to the marks or injuries.
 - A child showing signs of illness shall be cared for apart from other children to the extent that supervision can be maintained for all children, and the parent shall be contacted and arrangements made for pick up.
- At least one staff with certification in first aid and one certified in CPR on duty at all times.
- Impetigo and diagnosed strep shall be treated according to a licensed medical professional’s instructions prior to readmission to the child care agency.
- Children diagnosed with scabies or lice shall have proof of treatment prior to readmission.
- All medications and preventative products such as non-prescription diaper cream, sun screen and insect repellent, shall be received from the parent by a designated staff person and administered by a designated staff person.
- Unused medication shall be returned to the parent.
- Medication shall never be handled by children or administered in bottles or infant feeders unless authorized by a physician.
- All medications shall be inaccessible to children unless a physician’s authorization for the current school year is on file that allows a school-age child to have self-administered medication.
- Smoking is not permitted in any indoor area or vehicle of the child care agency at any time.
- The use of alcoholic beverages is not permitted in a child care agency during the hours of operation.
- Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child. (In a private residence, these items must be locked, out of

sight and inaccessible to children).

- All items labeled “keep out of reach of children” shall be stored so that they are inaccessible to children.
- Personal belongings of residents and staff (purses, backpacks, coats, etc.) shall be inaccessible to children at all times.
- Children’s diapers should be checked throughout the day to determine if they are wet or soiled.
- Educators shall provide rich social interchanges and engaging eye contact during diapering.
- Educators shall utilize sanitary diapering procedures.
- Pre-school and school-age children requiring assistance with toileting needs, shall receive assistance in a location designated for that purpose which provides privacy from other children and adults.
- Staff members with signs of a communicable disease shall not be present.

Food and Food Service

- Educators and children shall wash their hands with soap and water.
- At mealtime, children shall be seated at tables and chairs of appropriate size, and an educator shall be near any table or high chair where a child is eating.
- Educators shall ensure that infants have completed feeding and swallowed all milk/formula prior to being laid down.
- Bottles shall not be propped or given to a child while lying flat.
- Children shall not be permitted to carry a bottle with them throughout the day.
- Children shall not have food or drink while in beds, cots, cribs or on mats.
- In order to prevent injuries related to bottle warmers and microwaves:
 - ✓ Crock pots are prohibited as bottle warmers.
 - ✓ Crock pots shall be kept in kitchen and inaccessible.
 - ✓ Microwave ovens and surrounding area, including cords, shall not be accessible to children.
 - ✓ School-age children shall use microwaves only under direct supervision.
- In order to prevent choking:
 - ✓ Solid foods, including cereal, shall not be given in bottles or infant feeders to children with normal eating abilities unless written authorization from doctor.
 - ✓ Food shall not be accessible/served until cut, chopped, diced, mashed for each child’s age, chewing and swallowing ability.
 - ✓ Educators shall check to ensure that no food is left in the mouth of a child prior to placing down for nap.
 - ✓ Educator is prohibited from performing classroom duties unrelated to food service during mealtime.
 - ✓ Children shall not wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing.
- All contents remaining in bottles after feeding shall be discarded immediately after feeding.
- Frozen breast milk shall be labeled with date expressed and name of child.
- Food, formula, milk or breast milk brought from home shall be labeled with the child’s name; the date received and shall be refrigerated immediately.
- Previously opened baby food jars shall not be accepted in the child care agency.
- If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded.
- If the child care agency provides food, it shall be in accordance with the USDA’s Child and Adult Care Food Program (CACFP) nutritional guidelines.
- Breakfast shall be provided to children who arrive before 7:00

a.m. and have not had breakfast at home. (Not required if received at school)

- Children shall be given adequate time to eat.
- Food shall not be used as a reward and should not be forced or withheld.
- Each child's food allergies shall be posted where food is prepared and served.
- For a child with life threatening allergies, a written plan of action should be posted where the educator has immediate access.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Home preserved food and raw milk are prohibited.

Equipment for Children

- Developmentally appropriate equipment and furnishings shall be available for each age group.
- All indoor and outdoor large and heavy equipment, appliances and furnishings shall be secured to prevent falling or tipping over.
- Electrical cords and cords on window blinds or curtains shall be inaccessible to children.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least two (2) choices during playtime.
- In infant/toddler rooms, equipment and a safe space shall be provided for climbing, crawling, pulling up and exploring without the use of confining equipment.
- Trampolines are prohibited.
- Climbers, swings and other heavy equipment that could cause injury if toppled shall be securely anchored.
- Climbers and swings shall have a protective fall zone surface recognized by CPSC as a shock absorbing, resilient material maintained at a minimum depth of six (6) inches. (Effective for family and group homes by 7/30/2019).
- Portable equipment shall be securely anchored or rendered immobile if required by manufacturer.
- A quiet rest area and cots or mats shall be available for all children who want to rest or nap.
 - For health and safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his/her own bedding.
- Cribs and play yards must comply with CPSC requirements.
- Mattresses and foam pads shall fit the crib without any gaps or spaces.
- A blanket or covering shall be available to each child age thirteen (13) months and older.

Program, Language and Literacy

- The educator(s) shall give individual attention to each child throughout the day (activities are specified for infant/toddler, pre-school, and school-age children). These activities include, but are not limited to, reading to infants, toddlers and preschool age children individually or in a group daily.
- Every child should have an opportunity to participate in program activities.
- Upon arrival, infants and toddlers shall be removed from car seats immediately.
- Child shall never be left unattended in any restraining device and shall not be kept in any restraining device longer than fifteen (15) minutes, except when eating while in a high chair.
- The use of electronic media and other electronic devices is prohibited for children less than two (2) years of age.
- Programs, movies, computer games, and music with violent or adult content shall not be permitted in children's presence.
- Child care agencies shall inform parents in writing of any

scheduled media program viewing.

- Other activity choices shall be available to children who do not wish to participate in media time.
- An opportunity for outdoor play shall be extended to children of all ages who are in care for more than three (3) daylight hours unless outdoor play is prohibitive or dangerous.
- Children of all ages who are in care more than three (3) daylight hours shall have a daily opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the child.
- During outdoor play educators shall be alert for signs of weather related distress such as, dehydration, heat stroke, etc.
- Children in care for more six (6) hours or more shall have an opportunity for a reclining rest period.
- No child shall be forced to lay down/nap or stay on a cot/mat for an extended period of time.
- Nap areas shall have adequate lighting to allow the educator to see each child with a quick glance and respond appropriately to the child's physical and emotional needs.
- If music is played in areas where children sleep, it should be soothing and soft enough so children can be heard.
- Potentially shaming, humiliating, frightening, verbally abusive, injurious discipline methods/techniques that isolate children are prohibited.
- Discipline shall not be related to food, rest, or toileting.
- Spanking and all types of corporal punishment are prohibited.
- Staff shall not restrain a child by any means other than holding and then for only as long as necessary for the child to regain control.
- Toilet learning shall be done in cooperation with the parents, and communication with parents maintained throughout the process.
- Activities shall be intentionally planned based upon the developmental age of the child.
- Infants, less than six (6) months of age shall have direct supervised tummy time every day when they are awake.
- For ages three (3) through school-age, a personal safety curriculum shall be provided annually.
- For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.
- Parents shall be consulted in developing a plan to meet the individual needs of a child with special needs.

Physical Facilities

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- At least one (1) working telephone shall be available in the agency and the number made available to parents.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.
- The outdoor play area shall be enclosed by fence or barrier at least four (4) feet in height.
- Pre-play inspection of outdoor play area prior to use.
- Children shall not be present if an adequate water supply is not available.
- Children shall not be present if the sewage system is not operating.
- All rooms used by children shall be maintained at a temperature of between 68 to 78 degrees by means of heating, cooling or ventilation sources approved for use.
- Children shall not be present if indoor temperature cannot be

maintained between 68 to 78 degrees.

- Unvented fuel burning heaters and portable heaters are prohibited.
- Swimming pools made inaccessible to children by use of fences and locked gates.
- Swimming is prohibited in drop-in care.
- Swimming pools and/or wading pools shall not be used without prior approval by the Health Department.
- If animals or birds are kept in classrooms as pets, they shall be caged away from the food storage and preparation area, and cages kept clean.
- Reptiles and amphibians shall not be kept as pets.

Transportation

- Child care agencies shall not transport children without prior written approval by the Department.
- Vehicle emergency evacuation drills conducted quarterly.
- Use of cell phones and texting is prohibited while driving.
- Routine transportation is limited to forty-five (45) minutes each way (does not apply to field trips for school-agers).
- Maintain documentation of daily inspections and necessary repairs
- The interior temperature of the vehicle shall be monitored during extreme weather to ensure child safety.
- An adult must be in the vehicle whenever a child is in the vehicle.
- A passenger log with the first and last name of each child shall be used to track the loading and unloading of children during transport.
- If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.
- The log shall be updated as children are released from the vehicle.
- When the child is released to a parent or other authorized person, that person must sign the log indicating the release of that child to them.
- Immediately upon unloading the last child the driver must walk through the vehicle to confirm that all the children are off the vehicle.
 - A staff person designated as reviewer shall walk through the vehicle to confirm that all the children are off the vehicle. The reviewer shall have no other responsibilities during the walk through of the vehicle.
- Family and group homes with a single educator shall develop a Department approved alternative system for ensuring all children are off the vehicle.
- When children are transported to school, they shall be unloaded only at the location designated by the school and only at the time the school is officially open with staff present to receive them.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors shall hold current certification in CPR and First Aid.
- The following equipment shall be maintained in the vehicle and stored in a manner which is not readily accessible to children: fire extinguisher, emergency reflective triangles; first aid kit; seat-belt cutter or similar device manufactured and designed to immediately release the vehicle's child restraint system(s) in an emergency; blood borne pathogenic clean-up kit; and working flashlight.
- All child care vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety

Standards for school buses.

- All child care vehicles designed by the manufacturer to carry ten (10) or more passengers must be inspected by the Department of Safety.
- Child passenger restraints must be used in accordance with state law and federal law.
- Signage that includes the agency name, phone number and the Department's toll-free Child Care Complaint phone number must be on child care vehicles.

Emergency Preparedness

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

Specific Requirements For Family Child Care Homes

- Adult:Child ratios shall be maintained at all times.
- Licensed capacity shall not be exceeded.
- Family Child Care Home Ratios and Group Size Chart

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

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

Specific Requirements For Group Child Care Homes

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

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

- If school-age children are enrolled, a school-age program shall be provided.
- If four (4) or more infants/toddlers attend a group child care home, they shall have a separate and distinct space and their own educator.
- When children are sleeping or resting, there shall be at least one (1) adult awake and supervising and adult to child ratios shall be

maintained.

- Primary educators shall have a high school diploma or equivalent.
- Owners who are employed elsewhere shall ensure that a primary educator is always on-site.
- The primary educator shall not be employed at any other job during the hours of operation unless the Department has approved the primary educator’s employment in an official capacity in a program sponsored or recognized by the Department.
- An educator shall be on-site any time that the primary educator is not on-site during child care operating hours.
- Ongoing training required in specific health and safety topics.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.

Specific Requirements For Child Care Centers

- Adult: child ratios must be maintained at all times.
- Ratio Chart first/last hour and one-half (½) of each day only:

Age of Children	Adult: Child Ratio	Maximum Group Size
2 ½ years – 5 years	1:10	10
3 years – 12 years	1:15	15
4 years – 12 years	1:20	20

- Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).
- Infants shall never be grouped with children older than thirty
- When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.
- Child Care Ratio and Group Size Charts

Age of Children	Adult:Child Ratio	Maximum Group Size
6 weeks – 15 months	1:4	8
12 months – 30 months	1:6	12
24 months – 35 months	1:7	14
3 years	1:9	18
4 years	1:13	20
5 years	1:16	20
School-age (Kindergarten and above)	1:20	No max

Age of Children	Adult: Child Ratio	Maximum Group Size
6 weeks – 30 months	1:5	10
2 years – 4 years	1:8	16
2 ½ years – 3 years	1:9	18
2 ½ years – 5 years	1:11	20
2 ½ years – 12 years	1:10	10
3 years – 5 years	1:13	22
4 years – 5 years	1:16	24
5 years – 12 years	1:20	No max

(30) months, and a separate area shall be provided for them.

- Children shall not be promoted to a new group until required based upon the age and developmental needs of the child.
- Groups, excluding infants & toddlers may be combined for short periods for a special activity of no more than sixty (60) minutes duration per day as long as adult:child ratios are met.
- Each group must have a designated classroom with enough space for the entire group.
- Child care centers shall provide written lesson plans for each group of children.
- When more than twelve (12) children in first grade and above are present, a separate educator, group, space and program shall be provided for them.
- Ratios can be relaxed during naptime and nighttime care but one (1) adult must be awake and supervising the children in each nap/sleeping area (infant/toddler ratios must be maintained).
- Ongoing training required in specific health and safety topics.
- The director of a single site child care center shall be at least twenty-one (21) years of age.
- The assistant director of a single child care center shall be at least eighteen (18) years of age.
- Each group of children shall have at least one (1) educator present who has a high school diploma or equivalent.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Individual lockers or cubbies, separate hooks and shelves or other containers, placed so that children may reach them, shall be provided for each child’s belongings.
- In an infant or toddler room with more than one educator, each educator shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning, and record- keeping for the child, communication, general interaction with and routine care of the child.
- Following the issuance of an annual license, a child care center may operate without an on-site director for a period of not more than sixty (60) days total within the licensing year.

Specific Requirements For Drop-In Child Care Centers

- Before accepting a child for care, the parent shall provide a statement regarding the estimated amount of time that the parent anticipates that the child will be in attendance.
- The child care agency shall familiarize staff with personal safety material and be prepared to discuss those materials with parents.
- The drop-in center shall have an on-site director and the director shall be at least twenty-one (21) years of age.
- The director shall have earned a high school diploma or its equivalent and one (1) year of full-time work experience with children in a group setting.
- Ongoing training required in specific health and safety topics.
- Each educator who is used to meet the minimum required

adult:child ratio shall have a high school diploma.

- Children shall be placed in age appropriate groups and with adequate adult educator supervision:

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

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

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

- If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program nutritional guidelines.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Staff shall have documentation of all children's allergies and how to deal with any allergic reaction.
- Staff shall review emergency preparedness and fire procedures and shall physically walk through the evacuation process every year.
- Prohibited activities include swimming, transportation and the provision of specialized services.

You can access the Department's website at: <http://tn.gov/humanservices>

A wealth of child care information can be found on the Department's website.

You can:

- ✓ Learn more about the rules
 - ✓ Learn more about the types of regulated care
 - ✓ Locate a child care provider
 - ✓ Learn more about the Report Card and Star Quality Program
 - ✓ Locate the local child care licensing office
 - ✓ Review the current personal safety curriculum
 - ✓ Read about new initiatives in child care
 - ✓ Locate the nearest child care certificate office
 - ✓ Find info on choosing child care
 - ✓ Locate a resource and referral center
- And much more!

Report Card and Star Quality Program

<http://tnstarquality.org>

Child Care Resource and Referral Centers

Currently, there are eight (8) CCR&R service delivery areas located throughout the state.

Child Care Resource and Referral helps parents find the type of care that is best for their child / children. These community resources also give providers technical assistance to better serve the children in their care. Contact information for the CCR&R centers can be found on the Child Care Services website.

Child Care Complaint Hotline

NASHVILLE AREA: (615) 313-4820
TOLL FREE: 1-800-462-8261

If you have a concern about an existing child care agency or wish to report an illegal operation call the Department's complaint hotline.

Department of Children's Services Hotline

Report Child Abuse or Neglect
1-877-237-0004

Information about child health, education, and development as well as available state services: <https://www.kidcentraltn.com/>