

**PARENTS' HANDBOOK
OF NURSERY SCHOOL
POLICIES AND PROCEDURES**



**THE UNITED CHURCH NURSERY SCHOOL
85 KENTUCKY AVENUE
OAK RIDGE, TENNESSEE 37830
865-482-2221**

Updated June 2023
June 2022
June 2021

THE UNITED CHURCH NURSERY SCHOOL
CHAPEL ON THE HILL
TABLE OF CONTENTS

page 3-4	Statement of Purpose and Philosophy
page 4	QR code for LinkTree
page 5	Discrimination policy
pages 5-8	Policies, Procedures and information for Parents
page 5-6	School Hours, parking, parking lot safety
page 6	Church phone number; answering machine/voice mail
page 6-7	Arrival procedures: bringing children inside, hints for difficult separation
pages 7-8	Departure procedures; checking out the child; late pick-up policy; pick-up by someone other than usual designated driver
pages 8-10	Nursery School Program
page 8-9	Morning Enrichment Program
pages 8-9	Classroom activities, Hand washing and Sunscreen policy
pages 9-10	Optional Programs; Afternoon Classes and Kid's lunch in
pages 10-11	Emergency drills, Emergency Preparedness; disaster plans
pages 11	School calendar: Holidays; Teacher Conferences/Workshops; Snow days/closures
pages 11-12	Clothing for school activities
pages 12-13	Personal items brought to school
pages 13-14	Meal Service Policies; mid-morning snack, food allergies, food from outside and chewing gum, and birthdays
pages 14-15	Illness policies and procedures
pages 15-16	Medication policy: Medications, Special health needs, Minor injuries, Injury that requires immediate professional medical care, Accident Insurance for medical treatment, Leaving emergency phone numbers
pages 16-17	Discipline policies; Expectations; biting policy; caring for the bitten child
pages 17-18	Communications to parents: calendars, newsletters, special notes
pages 18-20	Programs for Parents, families and volunteers
page 18	Nursery School Board
page 18	Parent conferences
page 18	Parent visits
page 18	Parent participation in classroom activities
pages 18-19	Parent Substitute Teachers
page 19	Parent Helpers
page 19	Kindergarten readiness: discussion and conferences
page 19	Personal Safety curriculum for children; information for parents
page 20	Fund-raising activities, School Pictures, T-shirts
page 20	Special family events
pages 21-22	Registration policies
pages 22-23	Enrollment policies and DHS requirements
page 23	Policy for requesting withdrawal (expulsion) of a student
page 24	Policy for helping children adjust to a new teacher
page 24	Policy for criminals and sex offenders
page 25	Addendum 1: Safety Rules - Reminders For <u>Nursery School Children</u>
pages 26-31	Addendum 2: Emergency Preparedness Plan
pages 32-38	Addendum 3: Summary of Licensing Requirements

STATEMENT OF PURPOSE

The United Church Nursery School provides a warm and happy first experience away from home for pre-school children. It is a place where each child can enlarge on his abilities to give and receive love; where he can learn to respect himself and others, and begin to gain a sense of competence and a sense of responsibility for his own conduct. Each child is helped to make sense out of his own feelings, both good and bad, and the feelings of those around him. High quality day-to-day experiences help each child to find interest, pleasure and satisfaction. The school also promotes health and physical growth. These goals for each child are accomplished in the United Church Nursery School through the child-to-child and child-to-teacher relationships developed by constructive free play within a defined environment. The parents of Nursery School children are also a concern of the school. They are helped to enjoy, understand and accept their child just as he is. The Nursery School provides opportunities for discussions, education and support for parents. The Nursery School Staff is also available for both spontaneous and scheduled conferences.

PHILOSOPHY OF UNITED CHURCH NURSERY SCHOOL

Respect for individual differences is the basis for planning our nursery school program. This makes for a flexible program with little activity in which everyone participates at the same time. The teachers put out all materials for the child to use as his/her needs and desires arise. Paint, crayons, play-doh, water, collage material, sand, and blocks all inherently allow for many ways of achieving success. These materials, by their very nature, encourage experimentation. There is no one way to paint, no one way to build. The child must think his/her own way through the problems of creativity. He/she is free to use all materials for creative expression through art, language, music, and dramatic play – all done without set patterns that he/she must follow. He/she can imagine, explore, and experiment.

He/she has the opportunity to learn to live and function in a group as a social being, to learn to respect the rights of others, to lead, to follow, to share, to succeed and to fail in his/her own way. Yes, he/she must learn to accept failure or errors, but it is the teacher's responsibility to see that he/she also has the opportunity to repair the errors. Through failure and discovery of solution, a child can develop an open, creative attitude toward learning and problem-solving.

We believe in play. Our school recognizes the importance of play to the growing child in his/her struggle to gain mastery over his/her feelings, to explore his/her environment and to achieve a sense of who he/she is – a good self-image – to say nothing of the role of play in promoting health and physical growth.

We have very few definite rules. This does not mean permission for chaos, although it may seem so to the casual observer. The rules we do have are rules about safety for the child, respect for property and the rights of others. But have no doubts, a child must have limits – limits within which he/she can be free and creative.

Our school is open to children of all faiths, races, and abilities. We hope that all types of children fit into our program. We believe that by including children with all types of abilities, everyone learns that even though people are different, they can still be warm, loving, and useful human beings. This inclusion also gives the opportunity for children to help each other.

We are a church sponsored nursery school. However, we do not teach religion as such. The most important religious factor involved is the relationship between the child and the teachers – a relationship

that offers love, warmth, understanding and help when needed. The child learns that there are adults other than their parents that they can trust and relate to. Our teachers always have a lap to sink into when a child feels troubled, sad, tired, or just wants to snuggle.

Our world has a great need of fine people that all children can become. Right now, the children need us all. Let us not crush them in our zeal to “cultivate”, educate, or civilize them. We will provide a rich environment, much love, and enough boundaries and the patience to wait for them to emerge and to bloom to their natural abilities and design.

The United Church Nursery School
Oak Ridge, Tennessee
Originally Written: April, 1971
Updated: April 2023



This is our QR code that brings you to Linktree which has links to the following:

our website which contains this handbook and our emergency plans,

our Facebook pages,

our YouTube Channel,

each class’s Amazon wish list,

the DHS licensing rules,

CDC developmental milestones,

And other links to area resources

THE UNITED CHURCH NURSERY SCHOOL
CHAPEL ON THE HILL

The United Church Nursery School was established in 1961 as a service offered by the Education Department of The United Church, Chapel on the Hill, a non-denominational church, to its members and to the community. The program is licensed by the Tennessee Department of Human Services. We welcome you to Chapel on the Hill and look forward to sharing the nursery school experience with you and your child.

Non-discrimination Policy: The United Church Nursery School does not discriminate on the basis of race, color, national, religious or ethnic origin in administration of its educational/admission policies or scholarship program.

The Nursery School is a **smoke free/vape free** environment.

POLICIES, PROCEDURES AND INFORMATION FOR PARENTS

School Hours:

- | | |
|---------------------------|---|
| Main | 9:00 am - 12:00 noon, Monday - Friday |
| Enrichment Program | The Nursery School entrance door on the lower level is opened at <u>8:55 am</u> . Teachers use the time prior to 8:55 am for preparation of the classrooms. |
| Afternoon Options | 12:00 pm - 1:30 pm, Monday, Tuesday, Wednesday, and Thursday
12:00 pm - 2:55 pm, Monday, Tuesday, Wednesday, and Thursday |
| Early Drop Off | For this school year there is an <u>optional service provided by the teachers</u> and not part of the Nursery School program. The early drop off starts at 8:00 am and the cost is \$5 per child which is paid in CASH on a daily or weekly basis. Please put payment in an envelope marked early drop off with the child's name and place in tuition box outside the director's office. This option is intended to be used by parents who have a parent/teacher conference, or on a special case by case basis approved by the director. |
| Friday Lunch In | This is an <u>optional service provided by the teachers</u> and not part of the Nursery School program. It is <u>separate from</u> the afternoon classes held on Mondays, Tuesdays, Wednesday, and Thursdays. Sign-up sheets will be in the hall next to the white board outside the director's office. |
| Carpools | If you are interested in forming a carpool, please see the director for a list of people who may live near you. |
| Parking | Park <u>only</u> on the <u>SIDE</u> of the Education Building. The four spaces at the end of the building are reserved for the Church staff. For security, please lock your car if you leave valuables in it. Please do not leave <u>ANY</u> children unattended in the car. |

- Additional Parking** The Church has occasional special programs and services during the Nursery School hours. If the upper parking lot is full or congested, additional parking spaces are in the lower lot in front of the Church. Thank you for walking up the hill.
- Parking lot safety** We urge parents to drive **slowly** in the parking lot. Use the utmost caution when driving or walking with children in the parking lot. **Please hold children's hands or keep children very close to you as you cross the parking lot.** Small children are not easily seen from a car. **We urge you to buckle each child in your care in a car safety restraint and to wear one yourself.**
- Entrance** **Please enter through the fenced playground and use the outside stairway to the green door. The classrooms are on the lower level. For safety's sake, please CLOSE the PLAYYARD GATE ANYTIME you open it. Latch the gate and replace the chain on the post.**
- Church phone number and answering machine** **The main phone number for the school is 865-482-2221.** The phone is in the Director's office and has an answering machine. If you are trying to reach the school, and do not get an answer, please leave a message. The director checks for messages frequently. If you have an emergency and need to speak with the director immediately, you may call the Church phone number, 865-482-1016. The Church secretary will find someone to help you. **Please only call the Church number in an emergency.**

ARRIVAL POLICIES AND PROCEDURES:

- Bring children inside** Parents are responsible for bringing their child or carpool into their respective classrooms in the building. It is for the children's safety that we ask you to accompany them. Please "sign-in" each child with one of his/her teachers and help them wash their hands. **Your children are under your supervision until they are signed in and settled in the classroom; this includes hallways, bathrooms, playgrounds, parking lots, and all school property.**
- Please be on time** For your child's benefit, please try to bring him/her on time. Being late often makes it difficult for your child to join a group and to separate from you.
- Hints for difficult separation** The teachers are prepared to assist you and your child when he/she has difficulty separating from you. The teacher's hug and individual attention will help the child become involved in the activities.
- Parents are welcome to come into the classroom to see the activities with your child. When a child is having separation difficulties, it is often easier for the child to adjust if the parent leaves quickly or does not stay long. Please make sure to tell your child good-bye and let them know you will be back. The teachers are experienced and are glad to help the child through the transition time. Once the parent has gone, the child usually becomes interested in the classroom activities. The director will contact the parent if

the child is unable to adjust. Parents are welcome to contact the director to inquire about the emotional state of their child.

We encourage parents to be confident and positive in talking with the child about coming to nursery school. Expect the best. If the parent's personal anxiety shows, the child will also be anxious. This is an important growth step.

DEPARTURE POLICIES AND PROCEDURES:

Dismissal time Morning classes end at 12:00 noon. Afternoon classes end at either 1:30 or 2:55 pm. Please be on time as our teachers have responsibilities after the scheduled dismissal time.

"Check out" policy Upon arrival, please be sure to "sign-out" your child or carpool children with your child's teacher who will have the tablet. **After your child is signed out, your child or carpool children are under your supervision; this includes hallways, bathrooms, playgrounds, parking lots, and all school property.**

Late pick-up policy Please call the school (865-482-2221) if an unusual delay occurs in picking up your child. **Be respectful of the teachers and your child; be prompt.**

If a child has not been picked up by ten minutes past pick-up time, the parents will be called to come pick up the child or to make arrangements for someone else to pick up the child. In the event that the parents cannot be reached, we will contact the designated emergency friend. (You may leave a specific phone number where you can be reached that morning as a note to the teachers)

Authorized person **Unless notified, we are only authorized to release your child to those people listed in ProCare.**

Pick-up by someone other than usual If your child will be picked up by someone other than you or the usual carpool, please **fill out a transportation permission slip** to notify the teachers. These slips are in the blue basket next to the tuition box. If the new driver is unfamiliar to the teachers, please include the driver's full name, phone number. We will ask to see their picture I.D. to verify their identity. **NOTE:** The pick-up person must be on the pick-up list in ProCare.. If during the morning your pick-up arrangements change, **you may call the Nursery School Director** to identify the person who will pick up your child.

I.D. request The staff will ask for a picture I.D. (identification) of anyone unfamiliar to them who arrives to pick up the child even if you have notified the director. **This is for your child's protection.**

Anxious children	Please be considerate. Some children become anxious when their parents are late arriving for pick-up. In addition, the teachers have other responsibilities after the children are gone.
Re-assume responsibility for your child	Parents are welcome to stay and visit with one another when coming to pick up their child/children for no more than 15 minutes . It is an excellent opportunity for families, both parents and children, to form friendships. However, it is very important for you to watch your child closely even as you visit . Please ask the director if you need assistance getting your child to leave.
Dismissal areas	Children will be dismissed from (1) their classrooms, (2) Room 101, or (3) on one of the outside play areas (the fenced playgrounds or the front hill of the Chapel). The classes rotate the use of the 3 outdoor play areas. Teachers may place a sign on the door frame of the classroom indicating the play area to be used that day . Occasionally, classes will take a walk in the woods or go to Fellowship Hall. If you do not see your child's class, check with the director . The class will return shortly.
Dismissal safety rules	Children must wait <u>inside</u> their outdoor play area for the adult to get them: that is, <u>inside</u> the rope of the tricycle area, <u>inside</u> the fence of the swings area, <u>on</u> the sidewalk at the bottom of the hill area. Please come into the play area to pick up your child . It is required by Department of Human Services that the parent or pick-up person cross the threshold of the classroom or playground to sign the child out for the day.
Policy of dismissal to someone appearing to be impaired	The Nursery School is dedicated to providing safe situations at all times for the child. At dismissal, if, in the opinion of the teacher and director, the parent, guardian or person designated to pick up the child appears to be impaired, possibly due to alcohol or drug consumption or emotional or physical state, it is the policy of the school to try to encourage that person to call another person, a taxi or make some other arrangement for taking the child. If we believe that by driving, the person is putting him/herself or others at risk, we will call the police and make a report.

NURSERY SCHOOL PROGRAM:

Morning Enrichment Program

Classroom activities	Rooms 106,107, 108 and 109 will be used. Activities may also be held in other classrooms. The teachers will set up the classrooms with different activities daily and include at least an hour of "free-choice" time in which children may use all the areas and equipment in the room. Teachers will interact with the children to develop a trusting relationship and to help the
-----------------------------	---

children develop language and other skills. Equipment and activities will be varied according to the developmental levels of the children. The emphasis is on the child being with other children in a play environment, having fun while developing life and cognitive skills, learning basic concepts, and having pretend play. For example, art activities will focus on the "process of art" rather than "finished craft projects" which limit a child's creativity and learning aptitude and require a lot of teacher assistance. The goal is to help children learn how to use art materials and to enjoy their own creations. Children will help pick up and put away the day's equipment and materials. Teachers will sing songs, do finger plays and movement activities with the children. There will be periods for sharing and discussion during transition times. There will be a group time for the teacher to read stories. Teachers will also have outdoor play or active play in the classroom. The teachers will be flexible and adapt the morning's activities to fit the needs of the group that day. Your child's daily schedule will be posted in their classroom.

Handwashing Children and adults are required to wash hands upon entering the classroom, after using the bathroom, before and after eating, and at other appropriate times.

Sunscreen Sunscreen should be applied to the child before coming to school if outdoor play in sunny conditions is likely. If a parent wants the teacher to apply sunscreen to the child, the parents must give written authorization to the teacher and will supply the sunscreen that is to be applied. The bottle should be plainly labeled with the child's name, and will be kept in a locked container in the director's office.

Optional Programs:

Afternoon classes: For Children 30 months and Older

Days Monday, Tuesday, Wednesday, and Thursday afternoons

Hours/sessions 12:00 - 1:30 (half session)
12:00 - 2:55 (full session)
Parents may choose one, two, three or four, half or full sessions per week.

What to bring Children will bring a sack lunch and drink. Foods should be prepared appropriately for the eating and chewing abilities of children. **Please do not send in items that are choking hazards** for young children such as nuts, raisins, popcorn etc. **Hard items** such as grapes, hot dogs, baby carrots, must be chopped or quartered lengthwise. **Please make sure your child's lunch items are properly prepared. Please note** teachers are not able to heat children's lunches. We are a nut free facility so please **no nuts or nut butters**. Please be considerate of potential **food allergies** of other children in the school. **Contact the director if you have any questions regarding food allergies.** Thank you.

Reservations Standing reservations will be for a specific session or sessions for an entire month. A reservation for an occasional or "drop-in" session must be approved by the director and is contingent on space being available to maintain appropriate child:adult ratios. A sign-up sheet will be on the shelf beside the front door. All reservations are on a first-come, first-served basis.

Parents may enroll their children in both the morning and afternoon classes.

Friday Kids' Lunch In

Kids' Lunch In This is an optional service provided by the teachers and not part of the Nursery School program. It is separate from the afternoon classes held on Mondays, Tuesdays, Wednesday, and Thursdays. The teachers take turns being involved. Scheduled dates will be listed in the calendar. Sign-up sheets will be in the hall next to the front door on the shelf.

Fee and what to bring **Lunch In fees are due the day of your child's attendance.** Money is paid directly to the teachers, **cash only please**. Children should bring a sack lunch and a drink and may stay from 12:00 - 1:30 pm or 12:00 – 2:55 pm. Foods should be prepared appropriately for the eating and chewing abilities of children. **Please do not send in items that are choking hazards** for young children such as nuts, raisins, popcorn etc. **Hard items** such as grapes, hot dogs, baby carrots, must be chopped or quartered lengthwise. **Please make sure your child's lunch items are properly prepared. Please note** teachers are not able to heat children's lunches. We are a nut free facility so please **no nuts or nut butters**. Please be considerate of potential **food allergies** of other children in the school. **Contact the director if you have any questions regarding food allergies.** Thank you.

Activities Children will eat lunch together and will then have outdoor/ indoor play time.

EMERGENCY DRILLS, EMERGENCY PREPAREDNESS, DISASTER PLANS: (See Addendum #2)

Emergency Drills The school is required to have an "exit-the-building" drill at least once per month. Throughout the year we will also be conducting drills for tornados, earth quakes, and lock down procedures.

Emergency Preparedness; Disaster Plans Department of Human Services and Tennessee Emergency Management Agency (T.E.M.A.) require the school to have written plans of action for various emergencies. Those plans include evacuation of the building and walking to a safe shelter, a plan for remaining in the building ("sheltering-in-place"), and

a plan for evacuation by staff vehicle to a safe shelter outside of Oak Ridge. There are plans for reuniting children with their families. The school is required to have on hand first-aid supplies, food, water, and blankets should we have to remain in the building. The Nursery School staff are trained in the components of the plans and how to implement them.

Information for Parents

Please see Addendum #2. This information is also available on our website, next to the parent board by the front door and through ProCare.

SCHOOL CALENDAR, VACATIONS, AND INCLEMENT WEATHER:

School calendar

Nursery School will be in session approximately from early August until late May. The exact dates are determined yearly. The calendar is posted on the wall by the front door.

Holidays

The nursery school follows the Oak Ridge City Schools schedule. The holidays are usually Fall Break, Thanksgiving, Christmas, Martin Luther King, Jr. Day, and spring and/or Easter break. Occasionally, the schools will add other vacation days.

Teacher conference or workshops

The Nursery School may occasionally be closed for teacher in-service training. Parents will be notified if the school will close for an in-service training and the exact dates of the closure.

Closure due to weather or emergency

The Nursery School will follow the Oak Ridge Schools (**not Anderson County Schools**) in closures due to inclement weather. If the Oak Ridge Schools are closed, the Nursery School will be closed as well. If the Oak Ridge Schools **open 1-hour late**, Nursery School will also open 1-hour late and still end at the regular time. If the Oak Ridge Schools **open 2-hours late, then the Nursery School will be closed for the day**. If the Oak Ridge Schools **close early due to weather conditions or emergency**, Nursery School will dismiss at the same time as the Oak Ridge Schools. Please check the internet for closings. The director will also send out an email and/or a message in ProCare letting parents know of the school closure.

CLOTHING FOR SCHOOL:

Label clothing and all personal belongings

Please mark all clothing, jackets, hats, mittens, and other personal belongings with your child's name. Teachers have permanent markers if you need assistance. Children often do not recognize or remember their possessions. Unmarked items will be put in the Lost & Found box.

Clothing for school	Please send your child in play clothes . We often work with messy materials, and we play outdoors in the sand, the woods, and grass. We want children to have these experiences without worrying about keeping clean.
Clothes children can manage alone	As much as possible please choose clothing that your child can manage alone, such as elastic-waist pants . Avoid clothes with complicated buttons or belts. This is especially important for developing independence in the bathroom.
School shoes	Please send your child in <u>sneakers or closed toed shoes that can be securely fastened</u>. Sandals, "flip-flops," shoes that slip off easily or those with slick soles can be dangerous to children as they run and climb.
Outdoor clothing	We make an attempt to play outside every day. Please be sure your child is dressed for outdoor conditions (jackets, hats, hoods, mittens). Occasionally, classes will go outside early in the morning when it may be cooler than predicted for noon. Even in cold weather, classes will go outside for a short play period. If you wish for your child to not go outdoors with the class, please plan to pick him/her up early.
Extra set of clothes	Please bring an extra set of clothes for "emergencies": shirt, pants, underpants, socks. These will be kept in the child's locker. Remember to exchange them periodically as the season changes and your child grows.
Soiled or wet clothes	Soiled or wet clothing will be sent home in a plastic bag. Please replace the clothing in your child's locker for another clothing "emergency." If for some reason, there is a problem with your child's extra clothes, the school will provide extra. Please launder and return any nursery school clothing your child wears home.

BRINGING PERSONAL ITEMS TO SCHOOL:

Sharing	Children are encouraged to bring interesting items to share with their class, especially natural items (like shells, rocks, bark, pine cones etc.).
Personal Toys	We discourage children from bringing personal toys or money to school. These items may be easily lost or broken and it is often difficult to share with everyone in the class. If a child brings a toy to school, the teacher will ask that it be kept in the locker during school. The teacher's time is best spent in interacting with the children than with keeping separate children's personal toys from the schools.
Security items	We understand that some children have security items that they may want to bring to school - a stuffed animal, a blanket, etc. Children will be encouraged to leave their security items in their lockers so that they can more freely play in the room. A child may have the security item as needed as long as it is not the source of disruptive behavior.

Tote bags or backpacks We do not require children to have tote bags or back packs but they may be brought. If one is brought, children will be encouraged to carry it themselves and take responsibility for it. Please check it for school notes, art work, or wet clothing.

MEAL SERVICE POLICIES

Meal Supervision Plans are posted in each classroom where food is served and is updated as needed.

Mid-morning snack Children take turns bringing a nutritious snack for the class. It is an opportunity to share with their friends, to try different foods, and to help us offer a variety of foods. The Health Department requires that all snacks be individually packaged either by the manufacturer or individually packaged at home. The Nursery School provides 100% juice. USDA meal guidelines require that no grain-based desserts such as cakes, cookies, Little Debbie's, breakfast/granola bars be served. *Exceptions can be made for birthdays-see below. Children will be encouraged to try new foods but no one will be forced to eat. Please see your child's teacher for a list of suggested snack items. **Foods should be prepared appropriately for the eating and chewing abilities of children. Please do not send in items that are choking hazards for young children such as, raisins, popcorn, etc. and please do not send in nuts or nut butters due to allergies. Hard items such as grapes hot dogs, or baby carrots, must be chopped or quartered lengthwise.** Recommended serving size for preschoolers is one tablespoon for each year of age: a four-year-old would get 4 tablespoons, which is a little more than a ¼ cup

Notifying you of your turn to bring the snack You will be notified when it is your child's turn to bring snack in the following ways:
(1) teachers will post a monthly calendar by their classroom door with the snack assignments,
(2) teachers will email/message through ProCare/send a note home with your child indicating which day your child should bring the snack.

Snack day is special to children If your child is absent or if you forget to bring in the snack on his/her snack day, please do not stress. Simply send in a non-perishable snack for the teachers to keep on hand for the future.

Food Allergies **If your child has an allergy to any food or ingredient which might be present in a commercial or home-made product, PLEASE DISCUSS THE CHILD'S CONDITION WITH THE DIRECTOR AND TEACHERS. Parents should bring a personal supply of snacks for their child to be used in lieu of the snack planned for the day. If your child has a food allergy, an Allergy Action Plan form must be filled out annually to keep in your child's file. If your child requires an epi pen, an Allergy Action Plan must be filled out by your child's health care professional. Protection of the child is of great concern.**

Food from Home and Chewing Gum	Due to allergies and choking concerns, please ensure your child has finished their breakfast before entering the building. Chewing gum is not allowed at nursery school.
Birthdays	Birthdays are a special time for children, and each will be recognized. Teachers usually schedule a child to bring the snack on his/her birthday. Children with summer birthdays celebrate a "half birthday" about mid-year. Licensing standards require us not to serve frosted cupcakes or cakes or candy as part of our snack. Consider something a little different as a birthday snack: muffins, oatmeal cookies, pizza, watermelon, mini sandwiches, etc. (The Nursery School still provides the juice.)
Special request about birthdays	Unless the whole class is involved, we request that you not bring to Nursery School birthday party invitations or gifts for an after-school party. Those children not involved will have hurt feelings about being excluded. Thank you for your cooperation and understanding of the children's feelings.

ILLNESS AND INJURY POLICIES AND PROCEDURES:

When not to send a child to school	In general, do not send your child to school if he/she does not feel well, has a fever, diarrhea or vomiting, yellow or green nasal discharge or cough sufficient to suggest a respiratory infection, untreated "pink-eye" or skin infection (such as impetigo). Keeping your sick child at home will help control the spread of infectious illnesses at school. Reminder: nasal discharge due to allergies will be clear.
When to return to school after an illness	In general, a child may return to school if there has been no fever in the last 24 hours without the assistance of medication , after the child has taken a prescribed medication for 24-48 hours (i.e., antibiotic for strep throat & impetigo), if the child has not vomited or has not had diarrhea in a 24-hour period , if the child does not have a yellow or green nasal discharge or cough sufficient to suggest a respiratory infection . Your child will recover more quickly at home and will enjoy Nursery School more when he/she is feeling well. Children diagnosed with scabies or lice shall have proof of treatment prior to returning to school. Children diagnosed with impetigo and strep throat shall be treated according to a licensed medical professional's instructions prior to readmission to the Nursery School. Please bring a note from your health care provider documenting the treatment.
Illness occurring at school	If your child becomes ill <u>during the morning</u> (e.g., vomiting, diarrhea or fever), the parents or the designated emergency contact will be called to pick up the child. We do not have facilities or staff to be able to care individually for a sick child.

Report of contagious diseases	Please notify the school if your child contracts a contagious disease such as Covid, flu, strep throat, impetigo, "pink eye," head lice, etc. so that we may inform the other parents of the date of possible exposure. We also need to know if your child is diagnosed with and has exposed other children in the program to: covid, hepatitis A; food poisoning; salmonella; shigella; measles; mumps; rubella; pertussis; polio; Hemophilus influenza type B, chicken pox or meningococcal meningitis. That way, we can notify all the other parents and report to the health department. This is a DHS licensing rule and will help control the spread of these diseases.
Quarantine and isolation period for Covid	If your child tests positive for Covid, please keep them home for a full 10 days. The CDC still recommends wearing masks when around other people. The reason a child would need to stay home the full 10 days is they would have to remove their mask to eat snack and could possibly infect other children. Please see the current CDC guidelines at https://www.cdc.gov/coronavirus/2019-ncov/index.html .
Class and/or school closure due to illness	If 20% of a class comes down with a contagious disease such as Covid or flu, the classroom will be shut down for a couple days to deep clean and help control the spread of the disease.
Report of routine absences	It is not required but helpful to report to the director "routine illnesses" (colds, other viruses). If the child is absent for any reason for several days, the school would appreciate being notified. Thank you.

MEDICATION POLICY

Medications affecting behavior	If the child has been given a medication that might affect his/her behavior in class (e.g., might make the child drowsy or overly stimulated), please inform the teacher and describe how it might affect the child's behavior.
Medication given at school	THE SCHOOL WILL <u>NOT</u> ROUTINELY GIVE MEDICATIONS TO CHILDREN. If it is absolutely necessary to give medication while at school, (e.g., for an allergic reaction) the director must be informed. The medication must be clearly labeled with the child's name. A medication permission form must be filled out and signed by the parent before any medication can be administered. For a child with life-threatening allergies, a written plan of action endorsed by the child's pediatrician or licensed medical provider shall be provided to the Nursery School by the parent. The medications will be kept in a centralized location. A record of medications administered at school will be kept in the child's files.
Special health needs	If your child has special health needs (e.g., asthma, SPD, on the spectrum, ADHD), please include that information on your child's enrollment forms. Please inform the teachers and director of the special needs. An allergy/anaphylaxis action plan must be completed by a licensed health care provider. A conference can be arranged to discuss the child's needs

Minor injuries	If your child has a minor injury during the morning, we will treat it as follows: Scrape or slight cut: wash with soap & water & cover with a Band-Aid. Bruise or slight bump: apply cool compress or gel pack. An accident report will be filled out in ProCare and the parent will be informed at the time of pick-up.
Injury that requires immediate professional medical care	If your child has an injury that requires immediate professional medical care, the parents will be notified to meet the director and child at the Emergency Room of Methodist Medical Center, as authorized by the parent's signature on the Enrollment Information form or the child will be taken to the local medical facility designated by the parent.
Parents cannot be reached?	If we are unable to reach a parent by phone to notify them of their child being transported to the Emergency Room, we will contact the designated emergency friend indicated by you on that form. We will also continue to try to reach the parents.
Accident insurance	The school has accident insurance for medical payments for each child. If the child requires professional medical attention, this insurance may be used for that care.
Emergency phone numbers	You will be asked to list cell, home, and work numbers where you can be reached in case your child becomes ill or there is an emergency. If your phone numbers change, please inform the teachers and director.
How to reach parents	When you sign your child in, please leave a number where you can be reached if you will be away from your regular phone while your child is at school.

DISCIPLINE: BITING POLICY

Goals for behavior	The goals for children's behavior are to help them learn acceptable and appropriate behavior and to learn to control their own behavior.
Expectations	It is the philosophy of the program that a child will generally try to behave according to the expectations of the important adults in his/her life. We tell children what the appropriate behavior is in a loving and consistent manner and follow through with what we expect of them. The emphasis is on the positive, what the child can appropriately do, as opposed to the negative in which one only tells the child what not to do. Our goal as teachers is to help the child learn appropriate behavior not to only punish misbehavior.
Setting limits	We consider the setting of limits for behavior and consistency to be extremely important. It is appropriate for children to push those limits, to see what will happen. By providing consistent limits in a loving, helpful way, we provide children with the security that the teacher is an adult who

cares enough about them to stop the misbehavior and help them learn appropriate behavior. Follow through with what you have determined to be the consequence is essential in developing a sense of security. The limits will change as the child grows and matures, but we feel it is important to start with young children in following through with the limits we have set, so they can learn by "small steps."

Techniques Simple redirection to an appropriate activity is often sufficient. Simple statements can be helpful: "Hands are not for hitting, hands are for ... "Teachers can say "I'm going to help you remember how we ... You'll learn to remember yourself soon." As children develop, teachers can help them verbalize the "problem" and learn to work out solutions. In peer interactions, teachers help children problem-solve together, encouraging them to find a mutually acceptable solution. Learning to say what one wants and what one does not want is important at this age. If a child's behavior is out of control or misbehavior is repetitive, for children 36 months or older, sitting down for a few moments of "cooling-off time" may be helpful. Being temporarily denied the opportunity to continue playing in an area is a logical consequence of a repetitive misbehavior.

Protecting others We emphasize that children and adults may not hurt other people. If a child is being hurtful, the teacher must stop the child from hurting another child, the teacher, or the parent. The teacher will try to determine the reason for the hurtful behavior in order to help the child learn that it is an unacceptable means to get what he/she wants. This is followed by a statement of what is an acceptable means.

Biting Biting is a normal, though undesirable, behavior during certain stages of development, especially - but not limited to - younger children. Biting is often an impulsive response to something the child did not like and does not yet have other skills to deal with. Sometimes it is an attention-getting behavior. No matter the reason, it is unacceptable. The child will be firmly told that they may not bite another person, that biting is what the child does with food. The child will be directed to another area or activity away from the bitten child. The child will be watched closely to try to prevent another occurrence and helped to learn appropriate means of expressing what he/she is feeling or wants.

The bitten child If a child is bitten, the teachers will tend to that child emotionally and physically. If the bite has bruised or broken the skin, the teacher will wash it well with soap and water and place a cool compress or gel pack on the area. The parent will be told of the injury when he/she comes to pick up the child.

COMMUNICATIONS TO PARENTS:

Calendars, newsletters, and other information notices will be emailed to the parents and posted on the parent information board. It is important to know what is happening in the school and your child's class.

It is most convenient to pick up the notices when you arrive for the day. Please check your child's locker daily.

- Newsletter** Parents will receive a newsletter in the middle of the month. It will include information about programs or activities, requests, and articles about parenting and children.
- Website** The Nursery School newsletter can also be viewed on our website, ucnschool.org. Volunteer sign ups and enrollment forms are also available.
- Special notes and reminders** Special notices and reminders will also be sent home from time to time.

PROGRAMS FOR PARENTS, FAMILIES AND VOLUNTEERS:

- Nursery School Board** The Nursery School Board serves as the governing body for the school, establishing general policies and procedures for operation, according to the guidelines of the Nursery School charter and bylaws. In addition, the Board provides leadership for fund-raising activities and "work parties" to assist with maintenance of major equipment. The Board is comprised of three parent members who serve 3-year terms and two representatives of The United Church.
- Conferences** Parents and teachers are encouraged to communicate information about the child at arrival and departure times. **We request that you and the teacher not discuss the child in the child's presence. Parents may also discuss their concerns with the director. Conferences are offered midway through the school year. However, any time during the year, parents or teachers may request a conference.**
- Family changes** Children are sensitive to major changes or stressful events in a family's life (e.g., Job loss, divorce, illness, death, family discord). Children may not understand such situations but their behavior may be affected by them. We respect your privacy. However, please inform the school of the situation is you feel it would be helpful in understanding and working with your child.
- Parent Visits** Parents may visit their child's class at any time.
- Parent participation in the class** We encourage parent participation in our program. If you have a special talent, enjoy reading or telling a story, would like to help with a cooking project, go for a walk with the class, etc., please consider sharing your attention with all the children.
- Parent substitutes** The Nursery School has been fortunate in having parents willing to be substitutes in the classroom. There will be an orientation in August to

acquaint you with classroom management and our philosophy of working with children. (An individual orientation may be arranged during the year if a parent is willing to substitute). There is an hourly wage. Many parents have found the greatest reward is their involvement in the program and the skills they develop while working with the teachers. We welcome your participation. You add to the quality of the program.

Parent helpers

All parent participation is appreciated and encouraged. Parents greatly assist and enhance the program by sharing their time and talents in the classroom. Parents who are unable to come into the classroom may also help by making play dough, doing laundry or other needed tasks.

Classroom sign-up

Teachers will communicate needs or donations via email or have in class sign-ups for on-going tasks such as laundering towels or making play-dough.

“Work Parties”

Several times a year the Nursery School will hold parent work parties. This is an opportunity for parents and families to help the Nursery School with bigger projects. These consist of playground, school, and equipment maintenance. **Thank you to all the parent helpers! We appreciate your willingness to share your time and efforts to enhance our program. We welcome your participation!**

Parents’ brunch

Parents are occasionally invited to morning brunch with the Nursery School Board. These are opportunities to get acquainted with other parents and share experiences. The exact dates and times will be listed in the Nursery School calendar. There will also be a sign on the bulletin board above the water fountain. Discussions about parenting topics are often planned. A particular topic can be arranged if there is an interest. Younger children are always welcome.

Discussion and sharing groups

Parents' Discussions often provide opportunities for sharing and discussion of specific concerns of parents. From time to time, parents will express an interest in more time to focus discussion on a particular topic. The Nursery School is happy to arrange time for a discussion group. Please indicate your interest to the Director.

Kindergarten readiness

A Kindergarten Readiness meeting is held during April to discuss the current trends and expectations in Kindergarten in Oak Ridge. The teachers in the Bear cubs classroom perform a simple assessment throughout the school year. Parents who have concerns about their children's readiness for kindergarten are encouraged to have an informal discussion with the teachers about their classroom observations or a conference with the teachers and director. Conferences are offered throughout the year.

Personal Safety Curriculum

As required by DHS, we will present a curriculum of personal safety information for children ages 3 and above, involving stories, pictures, and discussions. A display of the materials will be available to parents or parents may ask to see the materials in the director's office.

Fund-raising From time to time, the Nursery School Board will organize fund-raising events such as a Pancake Breakfast, Nursery School Appreciation Sunday Service, Restaurant Fundraiser, and Bake Sale. Assistance and participation by the Nursery School families is greatly appreciated, and is usually a lot of fun, too. The Nursery School also participates in the Kroger Community Rewards program and Amazon Smile. Please see the director for details on how to participate in these programs.

School pictures We have for some years had a photographer take individual children's pictures and class pictures. **There is no obligation to participate.** If we are going to have this available during the school year, a note will be sent home with the details.

T-shirts T-Shirts are ordered every year for the children. Parents may also order shirts for themselves at the time of registration if desired.

SPECIAL EVENTS AT NURSERY SCHOOL:

Orientation for parents There will be an evening orientation meeting for parents just before classes begin in late July or early August, in the classrooms. Parents will be notified of the meeting via email and/or ProCare message in mid-July. The director will discuss some of the Nursery School policies and procedures, and plans for the school year in a video that will be sent out to parents. There will be an opportunity for parents to visit the classrooms, meet the teachers, and see some of the equipment. There will not be a sitter service provided.

Christmas Sing and Party During the holiday season before the Christmas holiday, the Nursery School children will invite their families to a program of seasonal music to be followed by refreshments in Fellowship Hall.

Spring Sing The Spring Sing is usually in May, the Nursery School children will invite their families to a spring music program to be followed by popsicles on the playground.

Family Brown Bag Picnic The Nursery School will invite parents to bring a "brown-bag" picnic lunch to the last day of school for both the M-W-F and T-TH classes. It is a fun way to celebrate the end of the school year and say good bye. (Children who come 5 days will have a picnic both days.)

Church Events Occasionally, The United Church will have family events that Nursery School Families are invited to attend. We encourage you to participate if you desire. They are always happy to welcome visitors.

REGISTRATION POLICY

Registration And Tuition:

Registration	An advanced registration is opened to United Church members and to current Nursery School families from mid-January to mid-February. Registration will then be opened to the public. Registrations are accepted on a first-come, first-served basis. Registration information may be submitted via link, email, mail, or in person. However, it is required by DHS that you visit the program before enrollment. There is a registration fee, payable at time of registration. **Specific dates will be announced each year. **
Age requirement	Our DHS license requires that children be at least 16 months old in order to be enrolled.
Maturity requirement	For a successful preschool experience, children should be mature enough to participate in the classroom activities.
Registration confirmation	To confirm the child's place for the next school year, payment of one month's tuition to be applied to August, is required by June 30 th . The payment is non-refundable .
Tuition	Tuition is due the first of each month. Tuition may be paid in ProCare or by cash/check. Make checks payable to The United Church Nursery School or UCNS, marked "tuition." Checks may be placed in the "Tuition Box" on the shelf outside the director's office or can be mailed to The United Church Nursery School, 85 Kentucky Avenue, Oak Ridge, TN 37830.
Tuition Rates	Tuition rates fluctuate from year to year. Current tuition rates are posted by the tuition box and can be found on the Nursery School website www.ucnshool.org .
Late payment Fees	Parents are responsible for discussing with the director what arrangements can be made if payment will be late. Late fees may be assessed for delinquent payments past 30 days.
Child enrolled for the whole year	The tuition is based on the cost to send a child to nursery school for a year. This cost is divided into ten monthly payments. There is no reduction in fees regardless the number of days the school is open or the child's attendance. In extenuating circumstances, an adjustment of fees may be considered. Written requests should be submitted to the Nursery School Board.
Withdrawal From School	A 30-day notice is requested if you plan to withdraw your child from the school. The regular tuition will be charged until the director receives notification of the intention to withdraw from the school.

Scholarships The By-laws of the Nursery School allow for tuition half- scholarships **when the school is financially able to do so**. By providing financial assistance it is the hope of the Nursery School and the United Church that all children may experience our program regardless of their economic situation. Parents will be asked to sign a scholarship request form. Parents receiving a scholarship for their child are required to participate or assist in the program in a non-monetary way.

Contributions to Scholarship Fund Contributions to the Scholarship Fund made in the form of honorariums, memorials, and gifts are welcome and appreciated and may be given to the Director or placed in the tuition box on the shelf above the lockers. Please write "Scholarship Fund" on the check. **Thank you for helping us help children.**

Enrollment Policies And DHS Requirements

Admission Procedures For their children to be admitted to the program, parents are responsible for completing the following information as required by the Department of Human Services and for updating the information as changes occur in the information.

Enrollment Forms 1. **Health history and immunization record**, signed or stamped and dated by a physician or certified health care provider. DHS requires that the completed form, which is available at your physician's office or the Dept. of Health, must be on file or brought the first day in order for the child to be able to attend. A physical examination is required for all children younger than 30 months, and encouraged for older children. Failure to comply with Department of Health immunization guidelines in a timely manner will result in the child being dis-enrolled from the school.

2. **Enrollment information:** emergency phone numbers and special medical needs of the child, if any; transportation plan; permission for emergency treatment; child's health history and family information; parent declarations.

3. **An Authorization for Disaster Card** (a card that would be kept with the Emergency/ Disaster plans of the school).

4. **Permission for your child's picture to be displayed** on bulletin boards, event displays, or in newspaper articles.

5. **Permission to use family information (address, email, phone number) on class lists.**

6. **Permission for your child to be observed by non-childcare agency staff.** This permission allows your child to be in the classroom when our school is assessed on a yearly basis by DHS or if another child in the classroom is undergoing an observation by an outside party. We will not have your child assessed without your permission.

7. **Verification of receipt of Personal Safety Information.**
8. **Verification of receipt of Influenza Information.**
9. **Completed registration form.**

Emergency Phone Numbers Parents are requested to keep current the information in their child's file and on the Authorization for Disaster Care card. **It is especially important to notify the director of any change of phone numbers in case of an emergency.**

Verification of Parents Knowledge of Kindergarten Law The State of Tennessee has a law stating that a child must attend kindergarten before they are allowed to enter first grade. If your child is 5 years old on or before August 15th, he/she may remain in a preschool program another year. However, he/she will be required to attend kindergarten the year following the last preschool year. **Parents will be required by DHS to sign a form acknowledging that they have been informed of the law.**

POLICY AND CRITERIA FOR REQUESTING WITHDRAWAL (EXPLUSION) OF A STUDENT:

The goal of the United Church Nursery School is to provide an environment that is safe, secure, loving, educational and developmentally appropriate for each child and to work cooperatively with the parents to meet the individual needs of the children. If a situation should arise in which the program does not seem able to meet the child's needs or in which the child does not seem suited to the program, it is the policy of the school to make every attempt to discuss the situation with the parents to try to continue the child's participation in the program.

- A. A parent/teacher conference would be held in which the child's needs or behavior would be discussed. A plan would be put into place in order to help the child to function in the classroom or to promote positive interactions within the classroom with teachers and classmates.
- B. The plan should be reevaluated by the Nursery School Board, director, and teachers after two weeks to determine if improvement has been made.

If the Nursery School Board and Director in correlation with the child's teachers determine that insufficient improvement has been made and the child is not benefiting from the program, the Board and Director would then make the decision to ask the parent to withdraw the child from the program.

Circumstances which might result in a decision for a request for the child's withdrawal might be:

1. The child's behavior is disruptive to the extent that it creates a negative environment which prevents the other children from benefiting fully from the program.
2. The child's behavior is out of control to the extent that the child poses a threat to the safety of the other children and to the staff.
3. The parent of a child is threatening the safety of the other children and of the staff.

POLICY FOR HELPING CHILDREN ADJUST TO A NEW TEACHER

In the event that a teacher leaves her position during the school year, a new teacher will be hired as soon as possible. If the teacher who is leaving gives adequate notice, the new teacher will work with her for several days to ease the transition. If this is not possible, the children and their parents will be informed of the upcoming change and the teachers and director will work together to help them adjust. Since we always have two co-teachers in a class, the children will have a familiar teacher with them even if one leaves.

All teachers sign a contract for the school year when they are hired. They receive an employee handbook, and sign a statement agreeing to abide by the responsibilities, requirements, and policies in the handbook. The handbook states that a 30 days' notice is required from a teacher who decides to quit.

POLICY FOR CRIMINALS AND SEX OFFENDERS

Parents or legal guardians must provide documentation of criminal history. If they are still on probation or report to a parole officer, the parole officer's contact information must be provided to establish contact between the school and law enforcement. If they are on the Sex Registry, they must comply with the Tennessee State Law and their specific guidelines.

To the extent that the United Church Nursery School officials have actual knowledge that a parent, legal guardian, or other person seeking to be present on school property or at school sponsored activities is a registered sex offender, the following procedures apply:

1. Pursuant to Tennessee State Law 40-39-211(d), anyone on or within 1,000 feet of the Nursery School campus (defined as the church property) must notify the Nursery School director of their status at the time of enrollment of their child. This notification must include status, and if they are on parole or supervision and with whom.
2. Any registered sex offenders who are also parents or legal guardians of a child or children enrolled at the United Church Nursery School will only be permitted on school property to pick up and drop off their children, pursuant to Tennessee State Law. They can only be in attendance at school-sponsored activities with written approval from the director and applicable law enforcement. No other persons known to be registered sex offenders will be permitted to be present on school property or at any school-sponsored activity for any reason.
3. A parent or a legal guardian, to whom this applies, must comply with all legal requirements as stated in the Tennessee State Law. Failure to do so may result in that person's losing the privilege of visiting the United Church Nursery School or attending any school-sponsored activities, regardless of location.

If parents are concerned, please consult the Tennessee Bureau of Investigation website (<http://www.tbi.state.tn.us>).

ADDENDUM 1

SAFETY RULES - REMINDERS FOR NURSERY SCHOOL CHILDREN

1. **Tell the teacher, ANY TEACHER if you need help, are worried, afraid, etc.**
2. **STAY in the room, building or playground area, unless you are with an adult.**
3. **Only go outside the playground boundaries** (rope, fence, sidewalk at the bottom of the hill, woods, if you have a grown-up with you).
4. **Wait for a grown-up to take you when you leave Nursery School.** Do not run ahead to the car. For safety, walk with a grown-up. People in cars cannot easily see a small child.
5. **Use words to communicate.** Talk to classmates to let them know what you want.
6. **Always play safely: walk in the classrooms, halls, and restrooms; only run on the playground: keep your body out of the lockers – the coat hooks inside can hurt you: use inside voices in the classrooms so others can hear & talk: toys are only for playing, you can throw balls or beanbags outside or in the hallway: be gentle with your hands! Hitting with your hands can hurt people**

Outside safety:

ride trikes safely; look in front of you; go around people, stop before the curbs

climb safely on the monkey bars and fort; always use both hands; climb down instead of jumping; only hang by your hands instead of by your knees; climb only on the climbers, not the fence, gates, or steps' railing; only climb the arch (rock wall) if a teacher is next to you

use the caterpillar safely; climb into the caterpillar instead of on top of it and come out feet first

swing safely: ONLY sit on the swing (instead of standing or lying); hold on with both hands (do not have anything else in your hands); wait until the swing is still to get off instead of jumping out of the swing

slide safely: slides are only for sliding (climb the steps to get to the top of the slide); wait until the person ahead of you is finished sliding before going down the slide; slide down only on your bottom or back (never slide down head first)

play safely in the sandbox: sand is only for digging, and needs to stay in the sandbox; keep the sand low (sand in someone's face or eyes can hurt); keep the gravel and sand apart

play safely in the woods: only use sticks to make piles; only go down the hill to the gully with a teacher; stay close to the tricycles – the trees with ribbons are as far as you can go; only go down the blue slide on your back or bottom; wait until the person in front of you is done to go down on the hill, stay where teachers can see you; stay on the grassy area; stay off the trees and steps to the Chapel.

ADDENDUM 2

EMERGENCY PREPAREDNESS INFORMATION AND PLANS (Abbreviated)

The following Disaster Preparedness Plan is designed to minimize injury and loss of life of staff and children at **United Church Nursery School, Chapel on the Hill** should an emergency or disaster occur. Although no plan can address all possible situations which might develop in an actual emergency, advance development of a plan can improve our response time and increase our odds for survival. Our goal will be to provide the best quality of care and safety of the children and staff. To the best of our abilities, we will carry out the following emergency plans, adapting and improvising where necessary to fit the emergency situation.

An emergency is: any unplanned event that can cause potentially significant injuries or death to children or staff, cause disruptions of the Nursery School program, require temporary or long-term closure of the facility, cause physical or environmental damage or threaten the facility's financial standing or public image. The severity of the emergency will determine the type and extent of the response by the Nursery School.

SOME POTENTIAL EMERGENCY SITUATIONS

1. Injury or illness of child, children or caregivers
2. Utility failure (electric, water, gas, phone)
3. Fire; explosion
4. Severe thunderstorm; lightning strike; tornado
5. Hazardous materials accident
6. Severe winter weather emergency: storm, snow, ice
7. Animal threat or emergency
8. Law Enforcement Emergencies: disgruntled parent/unwanted visitor who is behaving erratically or potentially threatening and/or armed; shots fired; child or spouse abuse; hostage situation; crime; riots; protests, terrorist attack
9. Flash flood/flood/dam failure
10. Severe heat wave
11. Bomb threat
12. Earthquake
13. Nuclear accident
14. War-related emergencies

The **Tennessee Emergency Management Agency (T.E.M.A.)** estimates that in the event of some disasters, it could take as long as 24 hours (1 day) before they are able to completely mobilize their resources and reach those who need aid.

The Disaster Plan for United Church Nursery School, Chapel on the Hill is based on information from T.E.M.A. and the American Red Cross. It contains the following elements:

1. Education of staff, parents and children prior to an event, as part of our regular program.
2. Preparation of staff prior to an event. Practice of appropriate exit/evacuation drills.
3. Being familiar with the various early warning systems.
4. A plan for evacuation, walking to a nearby shelter.
5. A plan for "sheltering-in-place," that is remaining at The United Church, until help arrives or until notified that it is safe to leave the building. This could possibly as long as 24 hours after the emergency.
6. A major evacuation plan to a site several miles away, including a transportation plan.

7. A plan to reunite children and their parents.

CARING FOR THE CHILDREN: The director and staff members of the United Church Nursery School will remain with the children of the school during any emergency, shelter in place or evacuation situation in order to ensure the safety of the children until the situation permits the children to be reunited with their parents or authorized adult.

EXIT DRILLS: United Church Nursery School will practice evacuating the building during our monthly exit drills; each class has an assigned meeting place outside on the playground. There will be two tornado practice drills each year.

STAFF PREPARATION: Teachers will receive emergency preparedness training and have periodic review sessions. There will be at least one staff member present with CPR and first aid training.

PARENT INFORMATION: Parents may request a detailed paper copy of the Emergency Preparedness Information and Plans for the Nursery School. Digital copies are available on the website, ucnschool.org, the ProCare App, or can be emailed upon request. Parents may speak with the director if more information is desired.

EMERGENCY SUPPLIES: The nursery school has an approved first aid kit. In addition, there is an 'emergency suitcase' which contains a battery radio, flashlights, emergency candles and the Emergency Preparedness Manual which includes the emergency papers for the children. If needed, the Nursery School will have emergency supplies of water, food and blankets.

MAJOR EMERGENCY: If a major emergency event has taken place which affects more than The United Church, T.E.M.A. will determine what type of emergency has occurred and how affected areas should respond. These events will be broadcast on the Emergency Broadcast System (EBS), radio WIVK (107.7), all Radio Scanners and television. T.E.M.A. will indicate the level of emergency and the type of response required.

ALERTING, WARNING, AND COMMUNICATING: The United Church Nursery School has a telephone, electric radio, weather radio, and a battery operated radio. If East Tennessee is having a potentially bad weather situation we will tune the radio into WIVK 107.7, and also listen to the weather radio. Also, Oak Ridge has an early warning system should a hazardous leak occur at any of the surrounding DOE facilities, i.e. X-10, y-12 and ETTP.

Parents should also listen for emergency broadcasts and instructions in cases of severe weather conditions or hazardous materials emergencies. While parents' first reaction is to come to United Church to pick up their children, the safest course of action for both children and parents may be to leave the children at the school. For example, if a tornado warning has been issued, one is safer in a basement than in a vehicle or if there is a toxic fumes emergency, one may again be safer at the school than trying to drive through an area of toxic fumes.

EVACUATION PLANS:

A staff roster is posted in the director's office. The local emergency support agency numbers are also posted on the director's desk. The children's emergency phone numbers and authorizations are in the red Emergency binder which is kept on the file cabinets under the window.

In the event an evacuation appears to be necessary, **United Church Nursery School** will evacuate the building using our best judgment, coupled with the recommendations of local emergency support agencies, to determine the safest way to proceed. The safety of children and staff members will be our first consideration. The school has three evacuation plans:

EVACUATION PLAN #1: Evacuation to Nearby Building

1. **If it is determined that all staff and student must evacuate the property** we will do so in an orderly fashion. Staff members will account for all children and proceed with the Exit Plan. If the situation permits the time, the director or her designee will leave notes on the doors of the Education Building telling parents and authorities where the staff and children have gone.
2. The staff members will transport the children in the staff's vehicles or if not possible, the staff members will walk with the children to either the **Alexander Guest House** or the **School Administration Building, 304 New York Avenue for safe shelter.**
3. The director will notify radio stations WATO and WIVK of the emergency situation and location of the children. **Parents are asked not to call the School Administration Building thereby tying up the phone line.**
4. **The director will call the parents** to come to the Administration Building to pick up their children or having heard the radio announcements, parent may just come to the Administration Building.
5. **The staff will stay with the children** until they have been released to their parents or designated emergency pick-up person.

EVACUATION PLAN # 2: Evacuation by Staff Vehicles to Clinton Site

1. If it is determined that all staff and children must evacuate the property and be transported to a safe site in Clinton, we will do so in an orderly fashion. **The United Church Nursery School has an agreement for emergency shelter with First Baptist Church, Wee Ministry Day Care, 222 North Main Street, Clinton, Tennessee (phone 865-457-6685).**
2. Staff members will account for all children and proceed with the Exit Plan but meeting in Fellowship Hall. If the situation permits the time, signs will be posted on the doors of the Education Building telling parents and authorities where the staff and children have gone.
3. **The staff will load the children into the staff's vehicles.** If possible, everyone will be placed in a seat belt. However, the first priority is the safe evacuation of the children from the area and we will proceed even if there are not enough seatbelts for each individual. Prior to leaving the parking lot, each vehicle will be checked to verify the presence of all the children.
4. **The utmost care and caution will be used in driving the children to the Clinton site.**
5. **The staff will stay with and care for the children** at the First Baptist Church until the children have been released to their parents or designated emergency pick-up person.
6. **Parents are urged to listen to the radio for announcements and instructions. It will be safest for all the children for parents to go to First Baptist Church in Clinton to be reunited with their children than trying to come to Chapel on the Hill to get their children.**

ALTERNATE EVACUATION PLAN # 3: Evacuation to Oak Ridge Schools Administration Building for Bus Transportation to Clinton Site

1. Staff members will account for all children and proceed with the Exit Plan but meeting in Fellowship Hall. If the situation permits the time, signs will be posted on the doors of the Education Building telling parents and authorities where the staff and children have gone.
2. **The staff will transport the children in the staff's vehicles or if not possible, staff will walk with the children to the Administration Building, 304 New York Avenue.**

3. **The utmost care and caution will be used in transporting the children** to the Administration Building. Any special needs child will remain with a teacher.
4. **The staff will stay with and care for the children** until they can be transported by bus to a safe shelter in Clinton.
5. **Parents are urged to listen to the radio for announcements and instructions on where the children have been taken. It will be safest for all the parents to go directly to Clinton to be reunited with their children than trying to come to the Administration Building to pick up their children.**

A "SHELTER-IN-PLACE" PLAN

If it is determined that all staff and children must "shelter-in-place," that is not leave the building, we will use appropriate measures to ensure the safety of the children and staff depending on the type of emergency situation. The following are some situations which might require a "shelter-in-place" plan: severe winter weather emergency; hazardous materials accident/toxic fumes; riot or terrorism in the area.

Severe Weather Emergency Or Any Situation Making Evacuation Unsafe:

A. Shelter-in-place with no immediate danger or threat to children and staff:

1. **The EBS, radio or TV stations will be monitored** for further weather updates.
2. **If the emergency situation is such that there is no immediate danger** to the children and staff, then the staff will continue the normal program of the school. The director or designee will discuss with the teachers additional plans and activities for the children if it appears that a long stay is possible (e.g. ice storm).
3. **If a long stay is anticipated**, the director or designee would begin to assemble emergency equipment (e.g. blankets) and make decisions about where to best locate the children. Emergency food preparations would be made.
4. **All staff and children will remain in place until further instructions are given on the EBS or the Nursery School is notified directly.**

B. Shelter-in-place if there is a weather emergency such as a tornado or winter conditions and the heating system can not be operated:

1. **The staff and children will take shelter in the interior hallway and rest room area, away from windows and exit doors. Staff will close all doors to the hallway and crack a window in each classroom.**
2. **If a tornado warning has been issued**, staff and children will assume the "turtle position," that is curl up on the floor with their heads between their legs and their arms and hands over their heads.
3. **If the emergency situation involves no heat in the building**, the director or designee will decide the best location for the children, a place away from windows and doors where the children can be close together. If needed, duct tape will be used on any windows or doors with gaps.
4. **The director and staff will decide what level of additional clothing or covering is necessary under the circumstances.** As needed, the staff will have the children put on additional clothing, use blankets, huddle together, etc.
5. **The EBS, radio or TV stations would be monitored** for further weather updates or emergency instructions. Use radio WIVK 107.7 or TV station WATE TV6.
6. **The director, designee and staff will attempt to comfort and reassure the children.** If there is no immediate danger (e.g. tornado), the staff should help the children pass the time by singing, telling or reading stories, playing imagination games, etc. When appropriate, the staff might encourage the children to nap.
7. **Any child with special needs should remain with one of the teachers or designated person**

according to their exit plan.

8. **All staff and children should remain in place until further instructions are given on the EBS or the Nursery School is notified directly.**

C. Hazardous Materials Event: possible injury if material is inhaled or touched.

Such accidents might occur when a train derails, a truck overturns, or a warehouse catches on fire. In Oak Ridge the DOE sites, x-10, Y-12 and ETPP pose the biggest threat of hazardous material injury. Oak Ridge has a siren notification system within the city designed specifically for potential leaks from these areas. Local authorities would notify everyone as to what they should do. If **United Church Nursery School** were informed to “shelter-in-place” the staff and children would do the following:

1. **When the warning siren is heard, the director or designee will monitor the EBS, radio or TV stations for emergency instructions.**
2. **The staff and children will take shelter in the interior hallway and rest room area, away from windows and exit doors. Staff will close all doors to the hallway.**
3. **The director or designee will turn of the heating/air conditioning systems to prevent intake of air and will make sure all windows and doors are closed.** Windows and doors will be sealed as much as possible with wet bath towels or with duct tape.
4. **If there is no interruption in electricity, the director or designee will monitor the Emergency Broadcast System on WIVK, 107.7 radio or on WATE TV6.**
5. **If there is no electricity, the director or designee will get the “Emergency Equipment Suitcase” from the director’s office which contains a battery-powered radio.**
6. **The director, designee and staff will attempt to comfort and reassure the children.** If there is not immediate danger, the staff should help the children pass the time by singing, telling or reading stories, playing imagination games, etc. When appropriate, the staff might encourage the children to nap. Any special needs child will remain with a teacher.
7. **Everyone should stay away from windows in case of explosion.**
8. **If evacuation from the building were necessary or if breathing must be filtered in the building, the staff will wet the emergency supply of wash cloths for children to cover their mouths and noses and instruct them to breathe through them.**

A PLAN TO REUNITE CHILDREN AND THEIR PARENTS:

Note: There is the potential for individuals to utilize the emergency conditions to abduct children. The staff will be alert to this possibility and take every possible measure to ensure that the children are safely reunited with their parents. If individuals appear and represent themselves as emergency friends or personnel, children will not be released to them until proper identification is seen by the director.

1. **“Shelter-in-place”:** Staff will remain with the children at the United Church Nursery School until their parent or the designated person(s) on the emergency form arrives to pick up the children. A safe, accessible area will be selected as a “command post”, and parents should be directed to this site to sign out their children.
2. **Evacuation of the United Church Nursery School:** The following steps will be followed:
 - a. A notice will be posted at the doors informing the parents of the evacuation and where the children have been taken.
 - b. Once the children have been safely evacuated, the director or designee will contact the press, radio, and local television stations. The following will be provided:
 1. the nature of the emergency (what, when, where, how, why)
 2. the condition of the children in general
 3. the present location of the children

4. where and how the children can be picked up by their parents.

The staff will stay with the children until they have been safely released to their parents or to a person designated on the emergency form.

3. **Injured child:** If a child is injured and taken for medical treatment, a staff member will accompany the child and remain with the child until a parent or person designated on the emergency form arrives to assume responsibilities.

Addendum 3



AGENCIES

SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE

This summary is a guide for parents of children in licensed child care agencies and it outlines some of the requirements child care agencies must meet in order to be licensed. The purpose of licensing is the protection of children while under the care of child care agencies licensed by the Department of Human Services and to promote developmentally appropriate practices that enhance early learning and foster parental engagement. 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. Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. This summary does not contain all of the requirements for licensed child care agencies detailed in the Department's child care law and rules; therefore, you may ask your agency for the complete set of licensure rules for child care agencies or you can access the rules through the [Department's website](#)

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.
- The agency must maintain 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.
- Agency shall have ongoing communication with parents/guardians to include curriculum, changes in personnel, changes in policies and/or substantive licensing requirements, and any changes affecting children's routine care, and shall document such communication in writing.
- Child care agencies shall provide information about the benefits of immunizing children against influenza and other communicable diseases each August or September to parents/guardians of all children enrolled in the child care agency and document such communication in writing.
- The licensee and agency staff shall not disclose or knowingly permit the use by other persons, any information concerning a child or family except as required by law.
- The child care agency's current license and quality rating improvement system score shall be posted near the main entrance.
- A written expulsion policy shall be clearly articulated to 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 to be in charge of the child care agency in the absence of the primary educator/director and the name of the person shall be communicated to staff. Such person shall be familiar with child care agency policies/procedures.
- Prior to having unsupervised contact with children, new employees shall receive orientation and pre-service training.
- Substitutes and practicum students 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.
- The following persons are required to have a background check no more than ninety (90) days before having access to any child care agency: any person who owns or operates a child care agency; any person who applies to work in a child care agency; any person who will provide substitute services to a child care agency for more than thirty-six (36) hours in a calendar year and who is counted in the adult:child ratio; and any person who is fifteen (15) years of age or older who will reside in a child care agency.

Record Keeping

- A record for each child shall be maintained within the child care agency.
- All records shall be maintained in an organized manner onsite, in a centralized location, or available electronically, and made readily available upon Department request.
- 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 shall be on file.
- Daily attendance records that include the full name and time in time out for each child shall be maintained on site.
- The child care agency shall obtain individual permission slips signed and dated by the parent for each field trip prior to the activity.
- Each infant, toddler and preschool 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 and documented immediately with specific information; such information shall be provided to the parent the same day of the incident and filed in the child's record.
- The child care agency shall notify the Department of all serious incidents the same day of the incident by contacting the Complaint Hotline or submission via the parent portal.
- Serious incidents involving suspected child abuse or neglect must be reported to the Department of Children's Services.

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 training annually regarding proper procedures to report child abuse and neglect.

Supervision

- All areas of the building and grounds shall be visually inspected after closing for the day to ensure no children have been unintentionally left in any part of the 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 or electronic sign-in or sign-out record that includes each child's printed or typed full name, date, time of entry, time of departure and the name of the individual who brought the child and picked the child up.
- Educators providing supervision to children during meal and snack times are prohibited from engaging in activities unrelated to mealtime while children are eating.
- 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 prior to leaving the child care agency, upon arrival at each destination, at the beginning and end of each activity; upon departing each destination and upon arrival at the child care agency.
- For 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	1:3
Four (4) years	1:4
Five (5) years	1:5
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 practices must be followed to prevent suffocation and deaths in infants:
 - Infants shall sleep in cribs or play yards with a firm sleep surface with a fitted sheet.
 - Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, swing or other restraining devices.
 - Infants shall be positioned on their backs for sleeping
 - Bibs shall be removed prior to placing infants in a crib for sleeping.
 - Soft bedding, mobiles 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.
 - Avoid letting the infant overheat and ensure infants are dressed appropriately for the environment (no greater than 1 layer more than an adult would wear in the same environment).
- Any practice that is an exception to the Department's safe sleep supervision procedures shall not be used without written authorization from a physician.
- If there is a sleeping or resting child during nighttime, there shall be at least one (1) adult educator awake and supervising.

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 shall be present on site at all times.
- A child diagnosed with a communicable disease shall have proof of treatment prior to readmission if necessary.
- Parents/guardians of every child enrolled shall be notified immediately if a diagnosed communicable disease has been identified in the agency.
- All medications shall be received from the parent by a designated staff person and administered by staff persons who have received training in medication administration.
- Unused medication shall be returned to the parent.
- Medication shall never be 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.

- Diaper cream, ointments, sunscreens and lotions shall be inaccessible to children.
- Smoking/vaping is not permitted in any indoor area or vehicle of the child care agency at any time.
- Smoking/vaping is not permitted on the playground or in any outdoor area accessible to children during the time children are present.
- 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, firearms shall be locked and unloaded with ammunition locked up separately.
- All items labeled “keep out of reach of children” shall be inaccessible to children.
- Personal belongings of residents and staff shall be inaccessible to children.
- Children’s diapers shall be checked regularly 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, shall receive assistance in a location designated for that purpose which provides privacy.
- Child care agencies shall use U.S. Environmental Protection Agency (EPA)- registered products for cleaning, sanitizing and disinfecting.
- 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.
- 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.
- An infant shall be held while drinking from a bottle if the infant is too young to use a high chair.
- 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, crock pots and microwaves:
 - Crock pots are prohibited for use 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 to children with normal eating abilities in bottles or infant feeders unless written authorization on file 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 sleep.

- 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.
- Breast milk/formula remaining in bottles after feeding shall be disposed of in accordance with timeframes recommended by Centers for Disease Control and Prevention.
- 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.
- Food provided by the agency shall be in accordance with the USDA’s Child and Adult Care Food Program (CACFP) nutritional guidelines.
- No sugar sweetened beverages shall be served to children at any time by the child care agency.
- 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.
- Agency shall make accommodations that support and facilitate a family’s decision to continue breast feeding.
- Home preserved food and raw milk are prohibited.

Equipment for Children

- Developmentally appropriate equipment and furnishings shall be available for each age group.
- All indoor and outdoor large and heavy equipment, appliances and furnishings shall be secured to prevent falling or tipping over.
- Electrical cords and cords on window blinds or curtains shall be inaccessible to children.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least two (2) choices during play time.
- In infant/toddler rooms, equipment and a safe space shall be provided for climbing, crawling, pulling up and exploring without the use of confining equipment.
- Trampolines are prohibited.
- Climbers, swings and other heavy equipment that could cause injury if toppled shall be securely anchored.
- Climbers and swings shall have a protective fall zone surface recognized by CPSC as a shock absorbing, resilient material.
- 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 to prevent suffocation.

- A blanket or covering shall be available to each child sleeping on a mat.

Program, Language and Literacy Development

- Every child should have an opportunity to participate in program activities.
- The educator(s) shall give individual attention to each child throughout the day.
- 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.
- Children of all ages who are in care more than three (3) daylight hours shall have a daily opportunity for outdoor play.
- Weather permitting, infants shall be taken outside two to three times per day.
- Children shall be properly dressed, and the length of time outside adjusted according to weather and age of the child.
- During outdoor play educators shall be alert for signs of weather-related distress such as dehydration and frostbite.
- Children in care for six (6) hours or more shall have an opportunity for a reclining rest period.
- No child shall be forced to lie down/nap or stay on a cot/mat for an extended period.
- 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, and/or techniques that isolate children are prohibited.
- Discipline shall not be related to food, rest, or toileting.
- Food shall not be used or withheld as a form of discipline. Active play opportunities shall not be withheld from children who have misbehaved.
- Spanking and all types of corporal punishment are prohibited.
- Toilet learning shall be done in cooperation with parents, and communication with parents maintained during 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.
- During floor time/tummy time, the floor shall be clean and safe.
- Infants should be placed on a firm, safe surface for tummy time, with no soft materials placed under or around the infant during tummy time.
- If the infant falls asleep during tummy time, educators shall immediately place the infant in a crib on their back and follow all safe sleep procedures.

- 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, sexual or verbal 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 at the agency and the telephone 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 shall be completed prior to each use.
- Sandboxes must be covered when not in 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 Fahrenheit.
- Children shall not be present if indoor temperature cannot be maintained between 68 to 78 degrees Fahrenheit.
- Unvented fuel burning heaters and portable heaters are prohibited.
- Swimming pools shall be 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.
- Animals shall be in good health and immunized; free of fleas/ticks; kept away from food storage/ preparation areas and contained in a way that does not allow unsupervised access.
- Reptiles and amphibians shall not be kept as pets.

Transportation

- Child care agencies shall not transport children without prior written approval by the Department.
- Agencies shall conduct vehicle emergency evacuation drills 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).
- Agencies shall 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 vehicles utilized by a child care agency which are designed to carry ten (10) or more passengers shall conform to all Federal Motor Vehicle Safety Standards for school buses.
- All child care vehicles designed by the vehicle manufacturer to carry ten (10) or more passengers shall be inspected as required by the Department.
- 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 and local emergency management, shall develop a written multihazard plan to protect children in the event of emergencies.
- All child care agencies shall also inform parents and guardians of children attending the child care agency of the plan.

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	2

More than seven (7) children; and five (5) or more under two (2) years	3
--	---

- A qualified educator shall be on site any time the primary educator is not on site during child care operating hours.
- 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, 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 the 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 a program sponsored or recognized by the Department.
- A qualified educator shall be on-site any time that the primary educator is not on-site during child care operating hours.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.

Specific Requirements For Child Care Centers

- Adult: child ratios must be maintained at all times.

- When more than twelve (12) children are present a second adult must be physically available on the premises. □ Child Care Ratio and Group Size Charts

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

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

Ratio Chart first/last hour and one-half (½) of each day only:

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

- Each child must be on roll in a defined group and assigned to that group with a specific educator(s).
- Infants shall have a separate space and shall never be grouped with children older than thirty (30) months of age.
- 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 no more than sixty (60) minutes per day as long as adult:child ratios are met.
- Each group shall 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.
- 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.

- 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, communication, etc.
- Following the issuance of a 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 them 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.
- Each educator who is used to meet the minimum required adult:child ratio shall have a high school diploma.

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

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

- Children shall be placed in age appropriate groups and with adequate adult educator supervision:
- The adult:child ratio for a multi-age group containing infants:
- If food is provided by the agency, it shall meet 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 quarter.