

# The Alpha School

JoAnne Wells, Director

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## Parent Handbook

2016-2017



Claiborne County Board of Education  
Connie Holdway, Director

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- Ellen Myers Preschool
- Forge Ridge Preschool
- Midway Preschool
- Powell Valley Preschool
- School Age Child Care



#### **Funding Sources**

1. Tennessee State Department of Education Early Childhood Grant
2. The Claiborne County Board of Education
3. Department of Human Services
4. U.S. Department of Education
5. U.S. Department of Agriculture
6. Parent Fees



**“Life Long Learning  
Begins Here”**

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## The Alpha School

The Alpha School  
910 Alpha Drive  
New Tazewell, TN 37825  
Phone:423-626-3323  
Fax:423-626-3634

## Parent/Staff Agreement

I have read the Parent's Handbook and understand the policies that guide the operation of the program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

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### WELCOME

Welcome! The administration, faculty, and staff are glad you have chosen our program. Parents are encouraged to visit with their children prior to the first day of school, giving the staff and child an opportunity to meet and get to know one another. It makes separating on the child's first day a little easier for both parent and child. This handbook should answer most questions you have regarding the program. Please feel free to talk to your child's teacher or the director, JoAnne Wells at any time. Once again, welcome!

#### CONTACT INFORMATION

The Alpha School  
910 Alpha Drive  
New Tazewell, TN 37825  
Phone: (423) 626-3323  
Fax: (423) 626-3634

On the web:

<http://www.claibornecountyschools.com/alpha>

Ellen Myers Preschool: (423) 869-2172  
Forge Ridge Preschool: (423) 869-2768  
Powell Valley Preschool: (423) 869-4659  
Midway Preschool: (423) 626-3067

Limited English proficiency persons have the right to free language assistance services in non-English languages.

Las personas con la capacidad de ingles limitado tiene el dercho al tener servicious de idioma gratis.

#### **Title VI Compliance State Non-Discrimination Policy**

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status or disability in provision of education programs and services or employment opportunities and benefits in pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other state and federal laws.

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**Mission Statement**

Life long learning begins here; where the school's mission is to meet the developmental needs of the whole child, physically, intellectually, emotionally, and socially in an environment enriched with activities that are nurturing and developmentally age appropriate.

**NOTE: The following policies apply to all Pre-Kindergarten sites. Policies specific to sites are listed in the Appendix; with the specific sites' schedule.**

**Curriculum**

A staff of well-trained teachers and assistants view the environment as the curriculum, thus everything is planned with the child in mind. Within the environment, the children will experience the joys of learning through teacher-directed experience and the freedom of choice with enriched learning activities. The Creative Curriculum is used and supplemented with the Scott Foresman Reading Street Curriculum along with Handwriting Without Tears Pre-K Curriculum. The Creative Curriculum is a comprehensive resource for establishing and sustaining a quality preschool program addressing the areas of: Social/Emotional Development (sense of self, responsibility for self and others, pro-social behavior), Physical Development (gross motor, fine motor), Cognitive Development (learning and problem solving, logical thinking, representation and symbolic thinking), and Language Development (listening and speaking, reading and writing). The Scott Foresman supplemental curriculum is used to provide instruction, improve oral language skills, phonological awareness, print awareness, alphabet knowledge, and comprehension. The preschool student will gain pre-literacy skills that lay the foundation for future reading success. Handwriting Without Tears is a proven success in preparing Pre-K students for kindergarten. This curriculum teaches the easiest skills first and then builds on that knowledge through multisensory play and hands-on materials. The curriculum is an excellent addition to our developmentally appropriate literacy program.

**Assessment**

The Claiborne County Preschool Programs use various means of assessment to better understand and respond to the individual development of each child. Assessment is used to: 1) Communicate with families information relative to the strength and needs of the child; 2) Planning learning activities and evaluating its effectiveness; and 3) Identifying children who may have exceptional needs and require specialized services. The various means of assessment will vary by age group and may include: Systematic Observation, Portfolio, Checklists, Developmental Screening and Assessments, Parent/Teacher Conferences, Anecdotal Records, and Collection of Children's Works.

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**10. After School Programs serving Adolescents,  
Chapter Section 0520-12-01-15**

- Rules are modified to meet the appropriate developmental stages of the adolescent regarding staff ratios and supervision as well as activities appropriate for this age group.

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

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unable to sit in a high chair, an infant seat, or at the table.



### **Clothing**

Children should dress in clothing that is comfortable, washable, and suitable for weather that promotes independent, self-dressing skills. **All sweaters, coats, hats, and mittens should be permanently marked with the child's name.** An extra, clean outfit of clothing (labeled and sealed in a plastic bag) should be left at school at all times. Children's activities require closed shoes. Tennis shoes, oxfords, or other tie shoes are recommended.

### **Toys and Treasures**

As a general rule, children do not bring personal toys to school. The staff want the children to focus on the materials available at the school, and the relationships that build out of "common property" versus "mine". The only exception to the rule will be Show and Tell; or if the teacher states children may bring a toy from home.

### **Discipline/Guidance Policy**

The Pre-Kindergarten staff strive to operate a program that will encourage children's self discipline and self control. Preventative discipline is utilized in the school. Management of young children is carried out by redirection, use of logical consequences, and external reinforcement. An emphasis is placed on the following ideas:

1. Children must be prevented from hurting staff, themselves, or each other;
2. Children must be helped to learn empathy for others;
3. Children must be respectful to themselves, as well as others.

Physical punishment is strictly prohibited by staff members. Aggressive behaviors such as biting, spitting, hitting, and inappropriate language are in conflict with positive behavioral goals. Strategies and guidance techniques will vary, however, the following guidelines will be used:

1. The child that is hurt will be assisted first. The child that has caused the harm is told why the behavior cannot be permitted;
2. The child may be placed in an area or chair for "calm-down" time while the teacher encourages positive behavior;
3. If the child's behavior is consistently disruptive, parents will be notified and a plan of action will be developed.

The school team (administrators, teachers, and county director) reserves the right to dismiss the child from school if his/her behavioral challenges cannot be met within the classroom. It is the staff's goal to work with families and strive for a warm, non-critical, nurturing environment.

## **8. Physical Facilities, Chapter Section 0520-12-1-.12**

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- There shall be a working telephone in the center.
- A minimum of thirty (30) square feet of usable indoor play space shall be provided for each child.
- 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.

## **9. Care of Children with Special Needs, Chapter Section 0520-12-01-.14**

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

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### **Child Abuse**

While making every effort to support the parenting role, it is the school's legal responsibility to report suspected child abuse or neglect to the proper authorities.

### **Family Participation**

The Pre-Kindergarten staff view parents as the child's first and primary educator. The program is focused on building a partnership with parents. With prior arrangement, parents are invited to observe in the child's classroom. Many opportunities will be provided for parents to be actively involved in the classroom, for special occasions, and field trips. All volunteers are required to be fingerprinted at their own expense before engaging in any activities with the children. Volunteers are expected to speak/dress appropriately and are welcomed to share their crafts and special talents/interests. Call the school office for involvement opportunities.

### **Parental Concerns**

The following procedure will apply when a parent has a concern or complaint about some aspect of the educational program:

1. If applicable, the parent shall discuss the issue with the teacher involved at an arranged time;
2. If no resolution is reached, then the parent shall discuss the issue with the Director, JoAnne Wells;
3. If no resolution is reached, a meeting will be arranged with all parties.

### **Transportation Policy**

In the event an authorized pick-up person displays inappropriate behavior that may place a child at risk, the person will be encouraged to allow program staff to contact an alternative person on the transportation plan. If the authorized pick-up person refuses, the program staff will immediately contact the alternate person on the transportation plan and inform them of the concerns. The program staff will document the behavior of the authorized person who picked up the child and call an alternate transportation person. In the event that the alternate person on the transportation plan cannot be contacted, the program staff will alert the Sheriff's Department.

### **Inclement Weather**

Listen to local radio and television stations for announcements regarding closings. The school system will notify TV channels WATE, WVLT, and WBIR as well as radio stations in Knoxville and Tazewell. Also, parents will be notified by the county's Alert Now message system.

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- Emergency telephone numbers shall be posted next to all telephones and be readily available to any staff member.
  - Kitchen knives and other potentially dangerous utensils or tools shall be secured so that they are not accessible to children.

## **7. Food, Chapter Section 0520-12-01-11**

### **A. Nutritional Needs**

- Children will receive meals and snacks based on the amount of time spent in the program.
- Menus must be posted.
- Consideration must be given to daily food requirements when planning menu.
- Special diets and instructions must be provided in writing.
- New foods shall be introduced to infants and toddlers one at a time over a five (5) to seven (7) day period with parent's approval.
- Parents and caregivers shall work together when weaning an infant to insure consistency in the weaning process. Weaning shall be delayed until after an infant adjusts to group care.

### **B. Meal Service**

- At mealtime, children shall be seated at appropriately sized tables and chairs, and adults shall supervise them in accordance with subsection 0520-12-01-.06(1)(d).
  - Milk shall be placed immediately in the refrigerator.
  - All formulas remaining in bottles after feeding shall be discarded.
  - Previously opened baby food jars shall not be accepted in the center.
  - If food is fed directly from the jar by the caregiver, the jar shall be used for only one feeding.
  - Infants shall be held while being fed as long as they are
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- Each child shall be immunized according to the current Department of Health guidelines unless exempted pursuant to subchapter 0520-12-01-.05(8).
- Programs serving non-school-age children shall maintain written policies for dis-enrollment of children who fail to comply with Department of Health immunization guidelines in a timely manner.
- Parents of every child enrolled shall be notified immediately if any communicable disease has been introduced into the program.
- Parents must be notified if their child is hurt and becomes ill.
- Medications must be labeled with instructions and must be kept under lock.
- Documentation of administration and side effects of any medication given must be kept.
- Smoking is not permitted in the presence of children or on school premises.
- The diapering area must be appropriate, near hand washing lavatory, and cleaned after each diaper change.

## B. Staff Health

- Staff must have documentation that the staff person is capable of safely and appropriately providing care for children in a group setting. The documentation shall be on file within ten (10) calendar days of employment or starting to work.
- A statement of mental or emotional health shall be obtained from a psychiatrist or clinical psychologist when deemed necessary by the Department. Physicals are required every 3 years.

## C. Safety

- There shall be a staff member present at all times who has current certification in CPR and first aid training.
- A first aid kit must be on the premises as well as a first aid chart.
- There shall be no firearms on the premises.

## Arrival and Departure

When arriving and departing, the child must be signed in and out. Children must be accompanied by an adult to the classroom and delivered to a teacher and/or assistant. Parents are encouraged to leave promptly after the child is received. Staff can not assume responsibility until the child is delivered to the teacher. **When picking up the child, please inform the teacher and/or assistant upon arrival.** At departure time, please leave the classroom with the child and accompany him/her out of the building. The staff does not assume responsibility for children after leaving the classroom with authorized pick-up persons. The Claiborne County Board of Education does not assume responsibility or liability for any activities of children while they are with authorized pick-up persons on the premises.



Occasionally, the parent may wish to send someone to pick up the child not listed on the transportation plan. Children will not be released to anyone not listed on the transportation plan. Release forms must be signed in advance authorizing someone not listed on the transportation plan to receive the child. Staff will require a form of identification before releasing the child. **The staff cannot release the child without authorization. This is for the protection of the child and the staff.**

## Field Trips

Field trips are taken throughout the year. A field trip permission form must be signed for each trip. If permission slips are not returned by the due date, the child will not be allowed to participate and will remain at the school. Parents who attend field trips assume responsibility for supervising their own child. If parents wish to leave the field trip with his or her child, the parent must sign the attendance form.

## Birthday Celebrations

The staff enjoy celebrating birthdays with children at the center. Parents often wish to bring refreshments. Please make arrangements for birthday celebrations after lunch time and/or snack time. **Prepared food from the home cannot be served to the children. All food must be commercially prepared.** Each party should include no more than one food or beverage that does not meet nutrition standards. Please check with your child's teacher to ensure there are no children with food allergies. If there are questions about nutrition standards, please ask the child's teacher. Please do not bring gifts for the child to open at the party.

## Fire Drills

Monthly fire and emergency drills are conducted at each center.



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### **Outside Play Periods**

Even in cool weather, children spend time outdoors each day. Please send your child to school with appropriate shoes and jackets. According to state guidelines, the preschool classes are required to provide outdoor play at 32° and above (See Appendix).

### **Mealtimes**

Pre-Kindergarten children will be served breakfast and lunch. Menus are posted monthly. A bag lunch should not contain any microwavable or refrigerated items. Soda drinks are discouraged.

### **Child Advocacy Groups**

Tennessee Department of Education	1-615-741-2731
Complaint Number	1-800-462-8261
Department of Children’s Services	1-877-213-0007
Child Support Services	1-423-663-2531
Claiborne County DHS	1-423-626-7285
Claiborne County Health Department	1-423-626-4291
CEASE Shelter	1-423-626-4446
24 Hour Crisis Abuse Help Line	1-423-851-2220

### **Suggestion Box**

A suggestion box is available at each program site. Please feel free to leave in the box any comments and/or suggestions.

### **Children’s Folders**

Children’s folders are maintained for record keeping purposes. In addition to enrollment forms, other information might include medication requests and developmental assessment records. Folders are considered confidential, but are available upon request. We must have written permission from the parent before forwarding copies of these records to a third party.

### **Parents Right to Immediate Access to Their Children**

In the absence of a court order, both parents have equal rights. Many child care providers are called upon by one parent to deny the other parent access to their child. In the absence of a court order, this practice is illegal. The program requests a copy of any court order concerning the custody of a child either joint or exclusive custody. The copy must be certified and signed by the issuing court and Judge. The correct copy must be kept on file. Parental/guardian cooperation will help the program staff prevent unauthorized persons from transporting the child.

- Spanking or any other type of corporal punishment is prohibited. (“Corporal punishment” is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)
- Praise and encouragement of good behavior shall be used.
- When a child is engaging in unacceptable behavior the caregiver shall, prior to disciplining the child, first distract the child’s attention and substitute a desirable activity.
- Attention spans and skills of children shall be considered so that caregivers do not require children to engage in developmentally inappropriate behavior.
- Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate a need to use the bathroom.

## **C. Educational Activities**

- A daily program shall provide opportunities for learning, self-expression, and participation in a variety of creative activities such as art, music, literature, dramatic play, science, and health.
- Indoor physical activities, requiring children to use both large and small muscles, shall be provided for children of each age group.
- For ages three (3) through school-age, the curriculum shall include instruction in personal safety as needed but at least once a year.

## **D. Nighttime Care**

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

## **6. Health and Safety, Chapter Section 0520-12-01-.10**

### **A. Children’s Health**

- Children’s health records shall be maintained as directed under subchapter 0520-12-01-.05.



- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- There shall be equipment for napping or sleeping for each preschool child who is in care for six (6) hours or more.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

## 5. Program, Chapter Section 0520-12-01-.09

### A. Schedule and Routines.

- Routines such as snacks, meals, and rest shall occur at approximately the same time each day.
- There shall be a balance between child's choice and adult-directed activities.
- Other activity choices shall be available to children during television/movie viewing or computer use.
- Parents shall be informed of movie showings and video/computer games and their ratings.
- Computers, if used, shall be located in view of a caregiver for monitoring purposes.
- An opportunity for outdoor play shall be extended to children of all ages who are in care more than three (3) daylight hours; when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining.
- A reclining rest period of at least one (1) hour shall be provided for all preschool children in care for six (6) hours or more.
- Each child shall be allowed to form his own patterns of sleep.

### B. Behavior Management and Guidance.

### Health and Safety

Your child's health is important. All children (unless religiously exempt) must have standard immunizations. Tuberculin tests are required of all staff members.

Children may be sent home if any symptoms of illness appear during the day. In such cases, the child will be immediately isolated from the other children, and the parent will be contacted. The child must be picked up from the office. Each center is a well-child school.

Keep the child at home if he or she:

1. Has a fever or has had one during the previous 24 hour period that is 100 degrees or above.
2. Has been taking an antibiotic for less than 48 hours.
3. Has a cold associated with a fever above 100 degrees.
4. Has heavy nasal discharge.
5. Has a constant cough.
6. Is fussy, cranky, and generally out of sorts.
7. Is just tired. Rest at such times may prevent the development of serious illness.
8. Has symptoms of possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache, and abdominal pain plus fever.)
9. Has had vomiting or diarrhea during the previous 24 hour period.

### Please notify the school if the child has a communicable disease.

In case of an accidental injury, the staff will make an immediate attempt to contact a parent. If we cannot reach the parent, the staff will call the next person authorized to pick-up the child. The child's physician and/or an ambulance will be called if necessary. Until the arrival of a parent, the Director, JoAnne Wells or classroom teacher will be in charge and make all decisions for the care of the child. It is to the child's benefit to keep the school up-to-date on phone numbers, emergency numbers, and other pertinent current information.

### Medication

If the school is to administer medication, the medication must be in the original container and clearly labeled with the child's name, amount of dosage, and name of prescribing physician. An oral dosing spoon/dropper must be provided if liquid medication is to be administered. Medicine must be signed in and picked up each day. If medicine is not picked-up, it will be discarded in five days.

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**Photos**

To keep all children's information private, please refrain from taking pictures in the classroom of any children other than your own. Discretion should be used where the issue of social media is concerned.

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**3. Staff, Chapter Section 0520-12-01-.07****A. Responsibility for Staff and General Staff Qualifications:**

- The director shall be responsible for the day to day operations, including staff and program.
- An assistant director or other staff member shall be designated to be in charge in the absence of the director and all staff shall be notified of this designation.
- No individual with a prohibited criminal history may work, substitute, or volunteer in a program.
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally, and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have High School Diploma (or Department recognized equivalent), and Tennessee Early Childhood Training Alliance (TECTA) certificate for completing thirty (30) clock hours of orientation training, or the equivalent as recognized by the Department and 4 years experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma.
- Directors must have 18 clock hours in-service training each year and caregivers 12 clock hours.

**4. Equipment for Children, Chapter Section 0520-12-01-.08**

- All indoor and outdoor equipment shall be well made, safe and kept clean.
- There must be developmentally appropriate equipment for all age groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up without the restraint of playpens or cribs.
- There must be enough equipment so children have choices.
- There shall be an outdoor play area when children are in care for 3 or more daylight hours.

2. Chart 2 - Multi-Age Grouping and Adult:Child Ratio Chart

	Maximum Group Size and Adult:Child Ratio							
Multi-Age Grouping	8	16	18	20	22	24	No Max	
Infants/ Toddlers: 6wks.– 30mos.	1:5							
2-4 years		1:8						
2.5 - 3 years (30–47 mos.)			1:9					
2.5 - 5 years				1: 11				
2.5–12 years	1: 10							
3 – 5 years (includes 3 – 4 years)					1: 13			
4 - 5 years						1: 16		
5 - 12 years							1: 20	
13 to18 years							1: 30	

# The Alpha School School Age Childcare

In addition to the Pre-Kindergarten Childcare program, The Alpha School services include a School Age Child Care Program (SACC). The SACC is neither a baby sitting service nor activities of a regular classroom. It is a planned program of informal learning opportunities presented in a safe and relaxed environment.

Transportation to T.N.T. Primary School and Soldiers Memorial Middle School from before-school childcare will be provided by Claiborne County Board of Education. Pick-up time by bus is between 7:00-7:30 a.m. Breakfast is provided by T.N.T. or S.M.M.S.

### Hours and Type of Service

On regular school days, SACC will operate from 5:45-7:00 a.m. The program will operate during school holidays and in-service days from 5:45 a.m. to 5:45 p.m.. (Fees will be determined upon process of application.) Applications are available at The Alpha School. A calendar of closed holidays will be posted in the office. If the county schools are closed all day, the SACC will be opened for child care.

After the last day of school and summer vacation begins, SACC offers a summer program. The hours of operation are 5:45 a.m.-5:45 p.m. If the child is going to arrive later than 10:00 a.m., program staff needs to be informed to place the child on the lunch count, otherwise parents are responsible for providing the child's lunch.

### Student's Personal Property

Cubbies will be provided for students' personal belongings during program hours. All personal items should be taken out at the end of each day's session; any remaining items will be sent to the school office to be claimed from Lost and Found.

The staff will try to help students stay organized, but the final responsibility for personal property remains with the student.

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**Enrollment**

Enrollment in SACC is limited; however, as long as space remains, a student may be enrolled at any time during the year. If there is no space for new enrollees, a waiting list will be maintained on a first come, first served basis.

A student may be enrolled for the entire week, or for a specific number of days during the week. In the event that more applications are received than space permits, those students requiring the most hours of service will be enrolled first.

Drop-in care is **not** provided. If space permits, however, temporary care may be provided to a student whose family undergoes some unexpected illness or emergency. Such temporary care will be handled on a case-by-case basis.

Enrollment will not be considered until all registration forms have been completed and returned to the SACC staff, and the registration fee has been paid.

Subject to the above enrollment policies, any school student ages 5-12 is welcome to attend. SACC will not discriminate on the basis of disability, race, color, religion, sex, national origin, ethnic background or any other classification protected by law.

**Health and Safety**

SACC cannot provide childcare for sick children. If a student becomes ill or is injured during program hours, the parent will be called and asked to pick the child up as soon as possible. If the parent is unavailable, then the staff will call another person listed on the registration form under "Emergency Information."

Any known medical condition (allergies, asthma, etc.) should be listed on the registration form and discussed with the staff.



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**1. Chart 1 - Single Age Grouping and Adult: Child Ratio Chart**

Maximum Group Size and Adult Child Ratios							
Single-Age Grouping	8	12	14	16	18	20	No Max
Infants: 6 wks. – 15 mos.	1:4						
Toddlers (12 mos. – 30 mos.)		1:6					
2 years (24 mos. – 35 mos.)			1:7				
3 years					1:9		
4 years						1:13	
5 years						1:16	
School-Age (K and 12 years)							1:20
13 to 18 years							1:30

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- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures along with a copy this summary and offer a pre-placement visit.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- If the center provides transportation, the driver should be appropriately licensed, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.

## 2. Supervision , Chapter Section 0520-12-01-.06

- Each group must have adult supervision at all times and adult/child ratios should be followed.
- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios to be doubled.
- Each group must have their own space.
- Infants and toddlers must have their own space and can not be grouped with older children.
- At naptime ratios may be relaxed for groups except in infants and toddlers.
- Minimum staffing requirements per groups of children (adult:child ratio) must be maintained.

*Please refer to ratio charts for specific adult:child ratios for each age group.*

## Discipline

Positive reinforcement will be emphasized. Chronic behavior problems will not be ignored. A student may be asked to sit in time-out for a few minutes, or be required to postpone some especially appealing activity. If behavior problems occur two or more times during the same day or two or more days during the same week, parent contact will be made.

Corporal punishment will not be permitted; temporary suspension and dismissal from the program will be the penalties for severe behavior problems. The teacher, parents, and the Director will decide on conditions for reinforcement following suspension. Dismissal from the program will be final.

SACC staff will explain and use the following section of “Children’s Rights and Responsibilities.” Parents may also wish to go over this section with their child/children.

## Children’s Rights and Responsibilities

### Children have the right to:

1. Use safe and reliable equipment and space on an equal basis
2. Have their ideas and feelings respected and expressed in an appropriate manner
3. Explore, discover, and express creative ability
4. Continue developing their full potential
5. Have an environment that offers a variety of choices
6. Have staff members that care about them, enjoy them, and help them grow

### Children need to be responsible for:

1. Learning to take the consequences for their own actions
2. Controlling their feelings so they do not harm anyone in the program
3. Respecting the materials and equipment of the building by returning to proper location and not by willfully destroying and harming
4. Sharing equipment and facilities with all children in the program
5. Respecting the rules of SACC
6. Notify a staff member if they need to go to another area
7. Dressing appropriately for indoor and outdoor play
8. Carrying out an activity for which the child has committed



# Appendix

## TENNESSEE DEPARTMENT OF EDUCATION Summary of Child Care Approval Requirements

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-01. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-01 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, [www.tn.gov/sos](http://www.tn.gov/sos), or by writing the Office of School-based Support Services, Tennessee Department of Education, 9<sup>th</sup> floor Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

Chapter 0520-12-01 was revised to parallel Chapter 1240-4-03 except for sections of the rules specifically addressed in Title 49 of state law: school bus transportation, criminal history background reports/ fingerprinting process, and restraint of children with special needs. Chapter 0520-12-01 was revised in accordance with T.C.A. §§ 49-6-2101-2107, (Transportation), T.C.A. § 49-5-413 (Criminal History Background Reports), and T.C.A. §§ 49-10-1301-1305 (Restraint of Children). A new section was added to adequately address the adolescents participating in the Lottery Afterschool Education Programs (LEAPS), T.C.A. § 49-6-707.

### **1. Ownership, Organization and Administration, Chapter Section 0520-12-01-.05**

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan for each child, including the names of persons to whom the child may be released.

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**EXHIBIT B**

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

**I confirm that:**

- 1. The above named child has been treated with a lice medication called \_\_\_\_\_ on \_\_\_\_\_ (date).**
- 2. All other members of the family have been checked and treated if necessary.**
- 3. All household items have been cleaned.**

**\*\*Attached is the box top label and/or cash register receipt for proof of purchase and treatment.**

\_\_\_\_\_  
**Parent/Guardian Signature**

**I have checked this child and he/she has been treated for lice or has no current signs of lice.**

\_\_\_\_\_  
**Physician or School Contact**

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**Claiborne County School Calendar  
2016-2017**

In-Service/No Students	August 1
Teacher Work Day in Classroom/No Students	August 2
Abbreviated Day 11:15 Dismissal for Students	August 3
State Election/No School	August 4
Students' First Full Day	August 5
Labor Day Holiday/No School	September 5
In-Service/No Students	October 14
Fall Break Holiday	October 17-21
Presidential Election Day/In-Service	November 8
Veterans Day/No School	November 11
Thanksgiving Holiday	November 23-25
Abbreviated Day 11:15 Dismissal for Students	December 16
Christmas Break	December 19-30
In-Service/No Students	January 2
Students' First Day After Christmas Break	January 3
M.L. King Holiday/No School	January 16
Presidents' Day Holiday/No School	February 20
Spring Break	March 13-17
Good Friday/No School	April 14
Students Lasts Full Day	May 24
Records Day/No Students	May 25
Abbreviated Day 11:15 Dismissal for Students	May 26



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**2016-2017**  
**The Alpha School Fee Schedule**  
**Pre-Kindergarten**

**Grant eligible children who need wrap around services:**

\$40.00/week if paid the Friday before care is needed. (Advance Payment Discount)

\$45.50/week if paid on Monday for the current week.

**No Credits will be given without a Doctors excuse for days absent**

**Grant eligible not enrolled in wrap around will be charged \$40.00 if signed in before 7:45 a.m. or signed out after 1:45 p.m.**

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**Full day program for non-eligible grant children:**

\$80.00/week if paid the Friday before care is needed. (Advance Payment Discount)

\$91.00/week if paid on Monday for the current week.

**No Credits will be given without a Doctors excuse for days absent.**

**\*In order to receive the advanced payment discount, you must pay tuition in full by 5:30 p.m. on the Friday (or the last day of school if Friday is a holiday) prior to the week child care is provided. All payments are due by 4:00 p.m. on Monday for current week.**

**\*DHS Certificates Accepted**

**\* Prices effective August 1, 2016**

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- J. Cases of repeated infestation and failure to follow instructions for re-admittance to school shall be reported to the Claiborne County Schools' Central Office. The attendance supervisor and school nurses shall serve as the contact persons and shall supply any additional information. This will include a referral to a physician for a prescription.
  - K. Chronic or continual head lice cases, that appear to be severely neglected, may be referred to the Department of Human Services and/or juvenile authorities.
  - L. Cleaning of affected areas will be carried out by janitorial personnel as designated by the principal.
  - M. Screening of students will be conducted in the fall of each year and after each authorized break during the school year and/or as deemed necessary by the school principal.

**Parent Responsibility**

When screenings are held, parents will be notified of the presence of nits or lice. Upon receiving this information, the parent is responsible for the following:

1. Pick-up the child from school when called.
2. Talk with the nurse/school designee.
3. Receive instruction for treatment of the problem. Handouts or brochures will be provided.
4. Treat the child as instructed.
5. Return the child to school the next day with proof of treatment. (Box top and sales receipt for proof of purchase)
6. Upon returning to school, the child is to remain in the office until the nurse/designee can check the child's head. If lice/nits are found to be present, a second letter of notification will be sent.
7. The child will be excused one day per occurrence. After three occurrences in one school year, the absences will be unexcused and count toward the truancy policy.

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**Claiborne County Board of Education  
Pediculosis (Head Lice)**

**Descriptor Code: 6,4031 Issued Date 8/14//03 Revised: 1/8/15**

**Prevention:**

At the beginning of each school year:

1. Educate parents by sending home with every student guidelines for treating lice.
2. Educate teachers by providing in-service education.

**Control**

Each school shall select a contact team of two or more persons. This team will report to the principal and assistant principal but will serve in lieu of the principal, as liaison, between the Health Department, school, parent, and Board of Education when the principal so desires.

Steps to take when had lice are suspected in school:

- A. The teacher shall be aware of symptoms such as scratching of the head.
- B. The teacher then will send the suspected student to one of the contact persons for verification of head lice.
- C. The principal or principal designee (team contact members) will notify parents immediately and send the student home with instructions for treatment.
- D. The student shall be isolated, under direction of the principal, until her or she is picked up by the parent and/or guardian.
- E. The parent and/or guardian shall be given a copy of the Claiborne County Board of Education Head Lice Policy and parent responsibility handout and will be instructed to refrain from sending the student back to school until the head lice have been properly treated. Treatment procedures should take no more than (1) school day. We recommend the child be treated and return to school the following day.
- F. Treatment includes referral to the doctor, Health Department, or use of an over-the-counter treatment.
- G. The student may return to school upon verification of treatment: Receipt of proof of purchase, empty medication box, and signed completion of Exhibit B.
- H. One day per occurrence will be excused. After three (3) occurrences the absences will be considered to be unexcused and count toward truancy.
- I. The student's head will be checked upon returning to school after the treatment. A second notice will be sent to inform parents of the child's head check.

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**2016-2017  
The Alpha School Fee Schedule  
School-Age**

**A.M. (before 7:00 a.m.)**

**\$15.00/week or \$10.00/week advance payment**

**Summer Rate**

**98.00/week or \$90.00/week advance payment**

**\*In order to receive the advanced payment discount, you must pay tuition in full by 5:30 p.m. on the Friday (or the last day of school if Friday is a holiday) prior to the week child care is provided. All payments are due by 4:00 p.m. on Monday for the current week. A late fee of \$2.00 will be charged for each day fees are paid late.**

**\*DHS Certificates Accepted**

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**The Alpha School**

**Wrap Around Schedule**

5:45-6:30	Early Arrivals/Wash Hands/ Selected Centers
6:30-7:30	Centers
7:30-7:45	Clean-up/Transition into Class- room
<b>7:45-1:45</b>	<b>Preschool Program (see next page)</b>
1:30-3:00	Rest Time/Quiet Activities
3:00-3:15	Transition from Nap/Bathroom/ Wash Hands
3:15-3:30	Snack
3:30-4:30	Outside/Transition into Class- room/Wash Hands
4:30-5:30	Centers
5:30-5:45	Prepare for Departure/Clean-up/ Storytime/Fingerplays

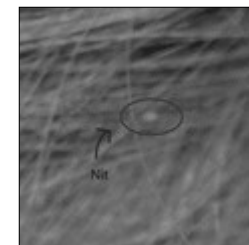
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# Claiborne County Board of Education

## Head Lice Policy



**louse**



**nits**

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**The Alpha School Daily Schedule\***

**\* Schedule subject to change**

**Preschool Program**

7:45-8:00	Arrival/Selected Activities/ Wash Hands
8:00-8:30	Breakfast
8:30-8:50	Morning Circle Time: Calendar, Weather, Music and Literacy Activities
8:50-10:50	Free Choice Centers/Small Groups
10:50-11:00	Clean-up
11:00-11:15	Circle Time/Transition to Lunch/Wash Hands
11:15-12:00	Lunch/Clean-up/Music and Literacy
12:00-12:15	Circle Time/Music and Literacy
12:15-1:15	Outside: Weather Permitting/ Gross Motor Activities
1:15-1:45	Story Book/Prepare for Rest Time

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## The Alpha School Daily Schedule

NOTE: Child care hours are from 5:45 a.m. to 5:45 p.m. on non-school days if at least 15 children are enrolled and have paid the fees in advance.

### Fees (see Fee Schedules)

Tuition fees are due on Friday. Tuition payments are required to be paid a week in advance, but may be paid for a month in advance (for parents' convenience). Those with DHS child care certificates will be responsible for Parent Fees.

**If a student is absent for a day, there will be no refund, nor will there be credit applied to a future billing period unless the child has a doctor's excuse.** A student's enrollment reserves space, materials, and staff for that student. These costs must be met whether the student attends as scheduled or not. If the parent knows in advance that the student will be absent for an extended time (vacation, for example), then arrangements must be made for an adjusted fee prior to absence. Any questions about prolonged absences should be discussed with the office staff and approved by the Director.

**In order to receive the advanced payment discount, tuition must be paid in full by 5:30 p.m. on the Friday (or last day of school the child attends) prior to the week child care is provided. All payments are due by 4:00 p.m. on Monday for the current week. A late fee of \$2.00 will be charged for each day fees are late.**

The Alpha School is designed to be self-supporting (operating expenses are paid from fees). It is very important that fees are paid in a timely fashion. Non-payment of fees will be justification for dismissing a student from the program, and/or will be assigned restricted attendance.

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## Midway Preschool Daily Schedule\*

### \*Schedules subject to change.

7:30-8:00	Breakfast
8:00-8:05	Routine Care
8:05-8:20	Circle Time
8:20-10:20	Centers
10:20-10:25	Routine Care
10:25-10:55	Lunch
10:55-11:05	Routine Care
11:05-11:30	Group Time
11:30-11:40	Routine Care
11:40-12:40	Outside /Gym
12:40-12:50	Routine Care
12:50-1:00	Sticker Books/Story
1:00	Dismissal

### Late Pick-Up Charges

The Midway Preschool is scheduled to close promptly at 1:15 P.M. There is no before/after-school child care available.

**Any late pick-up will be charged \$5.00 per 15 minutes, or any portion of 15 minutes.** As with the non-payment of fees, nonpayment of late charges will be justification for dismissing a student from the program, and/or restricted attendance. Late pick-up charges also apply to the Pre-Kindergarten programs located in the elementary schools.

### Returned Checks

Any checks returned for "Insufficient Funds" must be redeemed with cash, and there will be a \$30.00 service charge added. If two NSF checks are received from the same party, all future fees must then be paid in advance and in cash only.

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## Powell Valley Preschool Daily Schedule\*

**\*Schedules subject to change.**

7:30-8:00	Arrival/Centers/Routine Care
8:00-8:30	Breakfast
8:30-8:40	Routine Care
8:40-9:10	Gym Gross Motor/Outside
9:10-9:30	Calendar/Scott Foresman
9:30-10:20	Centers
10:20-10:40	Scott Foresman
10:40-10:45	Routine Care
10:45-11:15	Lunch
11:15-11:25	Routine Care
11:25-11:40	Story Time
11:40-12:40	Centers
12:40-12:45	Routine Care
12:45-1:15	Gym Gross Motor/Outside
1:15-1:30	Routine Care/Dismissal

### Late Pick-Up Charges

Powell Valley Preschool is scheduled to close promptly at 1:30 P.M. There is no before/after-school child care available.

**Any late pick-up will be charged \$5.00 per 15 minutes, or any portion of 15 minutes.** As with the non-payment of fees, nonpayment of late charges will be justification for dismissing a student from the program, and/or restricted attendance. Late pick-up charges also apply to the Pre-Kindergarten programs located in the elementary schools.

### Returned Checks

Any checks returned for “Insufficient Funds” must be redeemed with cash, and there will be a \$30.00 service charge added. If two NSF checks are received from the same party, all future fees must then be paid in advance and in cash only.

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## Alpha Continued

### Payment Drop Box

The Alpha School has a payment drop box located in the front office. Payments can be made when office staff is not present by sealing your payment in the provided envelope and placing in the drop box. (No Cash)

### Returned Checks

Any checks returned for “Insufficient Funds” must be redeemed with cash, and there will be a \$30.00 service charge added. If two NSF checks are received from the same party, all future fees must then be paid in advance and in cash only.

### Late Pick-Up Charges

The Alpha School is scheduled to close promptly at 5:45 p.m. **Any late pick-up will be charged \$5.00 per 15 Minutes, or any portion of 15 minutes.** As with the non-payment of fees, nonpayment of late charges will be justification for dismissing a student from the program, and/or restricted attendance. Late pick-up charges also apply to the Pre-Kindergarten programs located in the elementary schools.

### Inclement Weather

Child care will be provided on non-school days unless severe weather prohibits travel. Refer to page 6 for further information.

### Mealtimes

At The Alpha School, breakfast will be served from 8:00 a.m. to 8:20 a.m. Breakfast will not be served after 8:20 a.m. **Breakfast cannot be accommodated for arrivals after 8:20 a.m.** No bag breakfast will be allowed after 8:30 a.m. Lunch will be served between 11:20 a.m. and 12:10 p.m. The Alpha School will serve a mid-afternoon snack between 3:00p.m. and 3:30p.m.

### Rest Periods

The Tennessee Department of Human Services’ regulations stipulate that a child may not be in a program for more than five hours without a rest period. All children in the after school program will have a rest period. Children are encouraged to sleep. A beach-sized towel and a small blanket (no larger than 3X5) are needed for nap time. Pillow’s must be travel size. Blankets, towels, and pillows will be sent home each Friday to be washed. Please make sure all items brought from home are labeled with the child’s name.

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### Ellen Myers Preschool Daily Schedule\*

**\*Schedules subject to change.**

7:45-8:00	Arrival
8:00-8:30	Breakfast
8:30-8:40	Routine Care
8:40-9:00	Calendar Time
9:00-10:25	Center Time
10:25-10:40	Scott Foresman Reading
10:40-11:10	Lunch
11:10-11:20	Routine Care
11:20-11:35	Scott Foresman
11:35-12:00	Center Time
12:00-1:00	Outside/Gym
1:00-1:10	Routine Care
1:10-1:30	Story Time/Sharing Time
1:30-1:45	Children must be picked up by this time.

#### Late Pick-Up Charges

The Ellen Myers Preschool is scheduled to close promptly at 1:45 P.M. There is no before/after-school child care available.

**Any late pick-up will be charged \$5.00 per 15 minutes, or any portion of 15 minutes.** As with the non-payment of fees, nonpayment of late charges will be justification for dismissing a student from the program, and/or restricted attendance. Late pick-up charges also apply to the Pre-Kindergarten programs located in the elementary schools.

#### Returned Checks

Any checks returned for "Insufficient Funds" must be redeemed with cash, and there will be a \$30.00 service charge added. If two NSF checks are received from the same party, all future fees must then be paid in advance and in cash only.

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### Forge Ridge Preschool Daily Schedule\*

**\*Schedules subject to change.**

7:15-7:45	Breakfast
7:45-8:00	Transition/Routine Care
8:00-8:10	Calendar/Large Group
8:10-8:20	Scott Foresman
8:20-10:05	Centers/Small Groups
10:05-10:15	Routine Care/Transition
10:15-10:45	Lunch
10:45-11:00	Routine Care/Transition
11:00-11:15	Scott Foresman Reading
11:15-11:40	Centers/Small Groups
11:40-12:40	Outdoor Play/Gym
12:40-12:50	Routine Care
12:50-1:00	Story time/Sharing/Review
1:00-1:15	Dismissal

#### Late Pick-Up Charges

The Forge Ridge Preschool is scheduled to close promptly at 1:15 P.M. There is no before/after-school child care available.

**Any late pick-up will be charged \$5.00 per 15 minutes, or any portion of 15 minutes.** As with the non-payment of fees, nonpayment of late charges will be justification for dismissing a student from the program, and/or restricted attendance. Late pick-up charges also apply to the Pre-Kindergarten programs located in the elementary schools.

#### Returned Checks

Any checks returned for "Insufficient Funds" must be redeemed with cash, and there will be a \$30.00 service charge added. If two NSF checks are received from the same party, all future fees must then be paid in advance and in cash only.