

Tennessee Department of Education: Success for Compliance and Monitoring SY2024-2025





Agenda

- ✓ DOE Rules and Regulations for school year 2024-2025
- ✓ TN DOE Notebook
 - Tab 1: Introduction
 - Tab 2: Organization and Program Operations
 - Tab 3: Staff/Program Requirements
 - Tab 4: Health and Safety/Food
 - Tab 5: Facilities/Transportation
- ✓ Pre-K Website Forms for DOE
- ✓ TN Professional Development Log
- ✓ E-Licensing

DOE Rules and Regulations 24-25

Important

- All teachers and assistants should read the Scope of Services and Childcare Standards Summary 0520-12-01 (Revised February 2024)
- Minimum of 5.5 hours of instruction daily
- Nap/Rest time is 30 minutes daily (must be reflected on schedule).
- Adult-Child ratio is 1:10 at all times. Do not leave the classroom out of ratio for any reason.
- Be mindful of your room, space, and clutter
- Class animals are allowed if they are caged (except for turtles)
- Ensure privacy for toileting and changing diapers

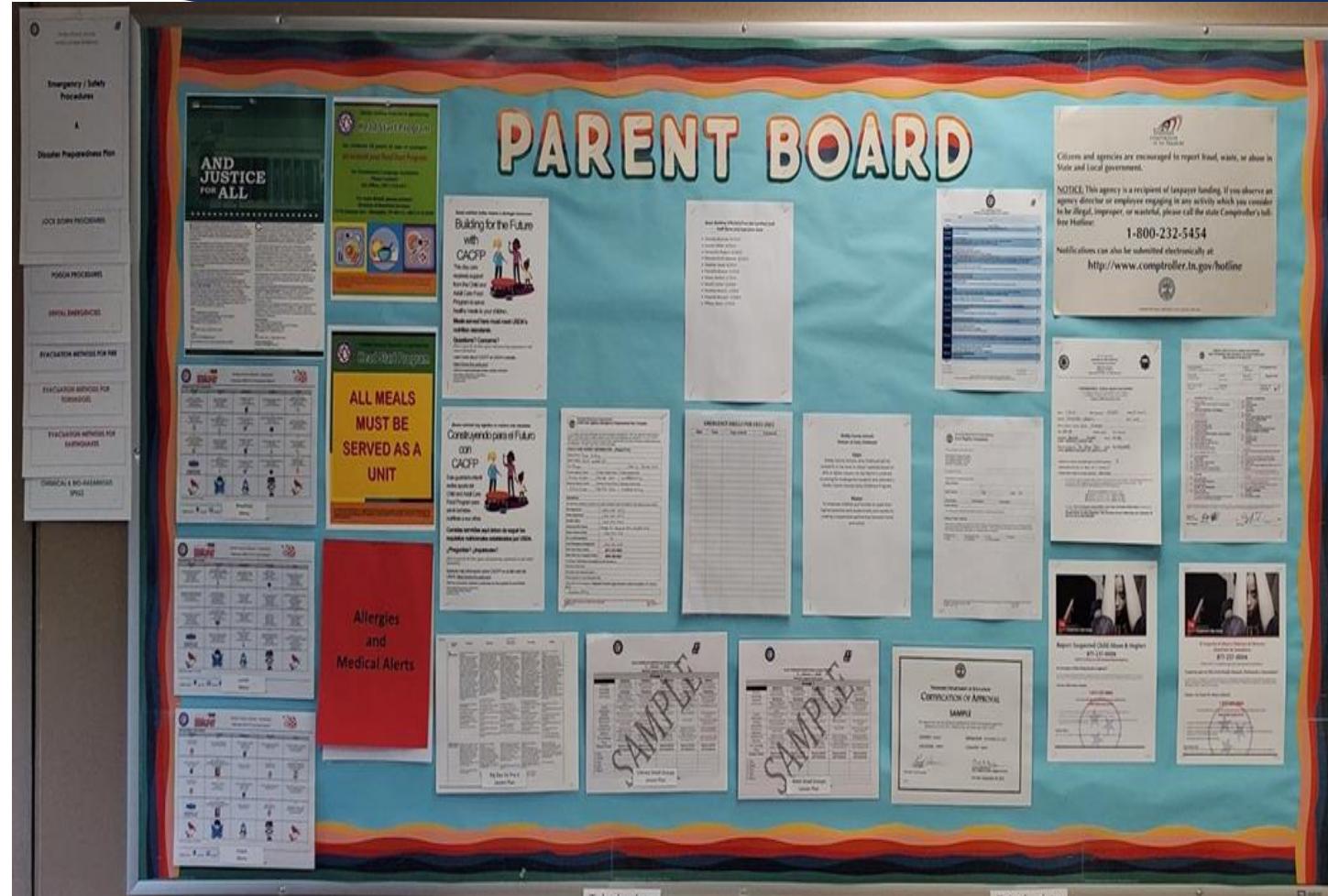
TN

Department of
Education

DOE Rules and Regulations: Parent Board

All Pre-K classrooms must have a parent board. This board MUST have the following items placed in an organized manner:

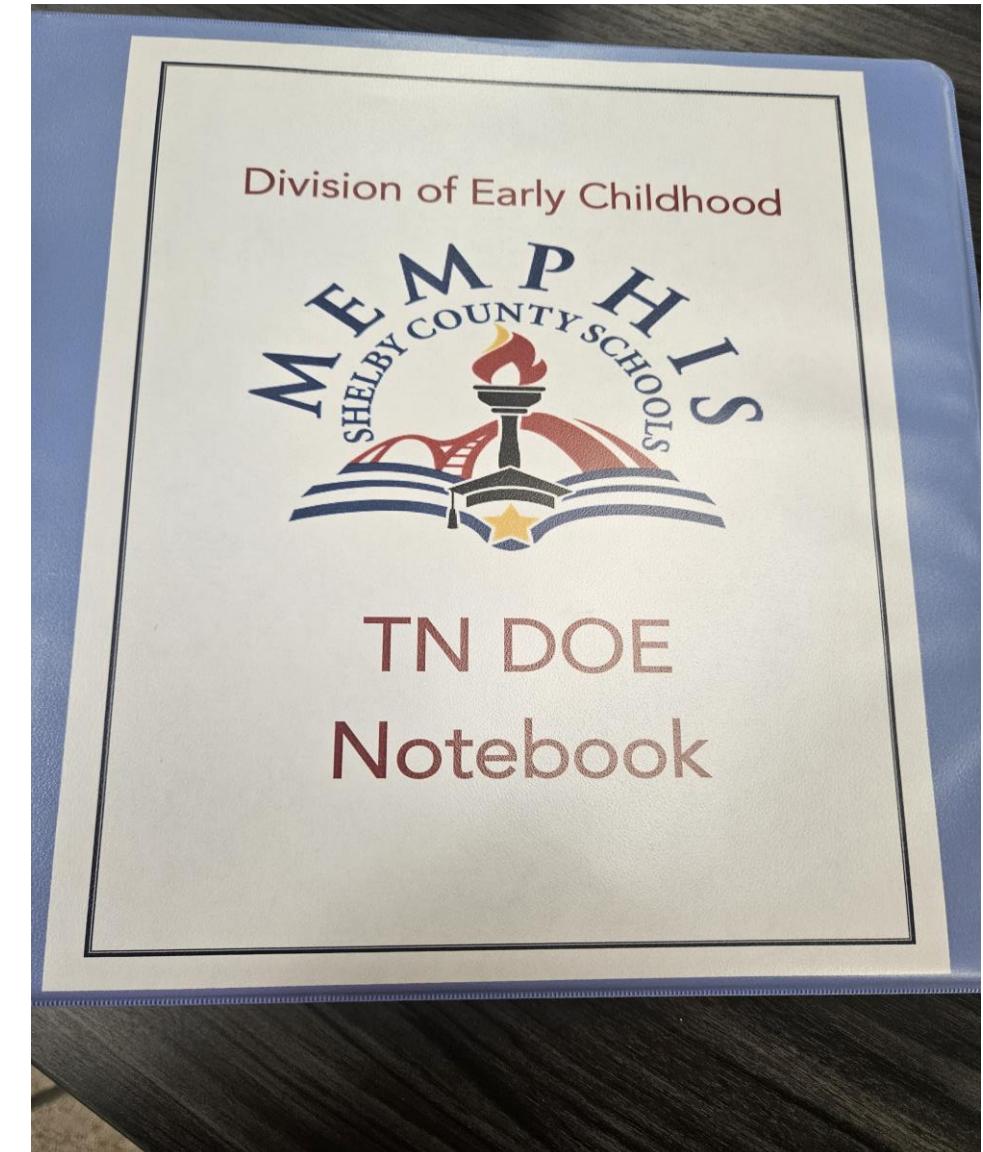
- Current Certificate of Approval
- School/Pre-K Mission and Vision Statements
- DHS Child Abuse and Complaint hotline posters English and Spanish
- List of CPR/ First Aid Certified Personnel
- Menus (Breakfast, Lunch, and Snack)
- Emergency Drill Log
- CACFP Flyer Spanish and English
- Justice for All
- Head Start Program Posters – Food Service
- Emergency/Safety Procedures
- Daily Schedule
- TN Comptroller Poster
- Allergy and Medical Alerts (must have cover sheet)
- Lesson Plans (whole and small group)
- Fire Inspection and Child Plant Inspection Report
- Civil Rights Complaint Form
- Child Abuse Coordinator Certificate





TN DOE Notebook

- All sites should have a TNDOE Notebook
- Notebook is housed in one classroom but is the responsibility of all Pre-K staff to complete and update the notebook.
- Instructional Advisors will provide cover page and tabs if needed.



TN DOE Notebook Table of Contents



Memphis-Shelby County Schools Division of Early Childhood DOE Notebook Table of Contents

TAB 1 0520-12-01 through 04

- Introduction (01-04)**
 - Parent Handbook*
 - Parent signature page (*signed copies*)
 - DCS and Child Abuse Numbers*
 - Child Abuse Education

TAB 2 0520-12-01-05

- Organization and Administration**
 - TBI Verification* (*blank copy*)
 - Staff Professional Development Log (*see insert tab for details*)
 - TDOE for Compliance: (List or required PD links)*
 - Credentials: (*teacher license, CDA, degree, high school diploma etc.*)
 - Substitute Requirements onsite (These requirements are a part of SCS HR Dept.)
 - Employee Orientation (Pre-K Inservice)
 - Vulnerable Persons Registries
 - Child Abuse Training: Report Certificate/Coordinator & Alternative Child Care Provider Medical Report
 - Credentials (*teacher license, CDA, degree, high school diploma, etc.*)
 - Physicals (*staff*)
 - Evaluations (*mid-year conferences, ECERS/ELLCO, Plan of Action etc.*)
 - PLZ (Professional Learning Zone)
 - DOE Certificate of Approval
 - CPR/First Aid card for staff and /or list of school personnel
 - CPI (if applicable)
 - Crisis Prevention Institute (sped)
 - Volunteer Forms (*check with Principal or Division Early Childhood*)
- Program Operation***
 - (see page 13-18 Standards For School Administered Care Programs TNDOE)

0520-12-01-06

<https://www.tn.gov/content/dam/tn/stateboardofeducation/documents/pendingrules/0520-12-01>

The * means there is copy of the actual document or a blank copy for you to complete.

TAB 3 0520-12-01-07

0520-12-01-09

- Staff***
 - Criminal Background Checks
 - Criminal Background Check Human Resource Approvals (*for teachers and teacher assistants, substitute teachers*)
- Program Requirements***
 - Class Roster
 - Daily Schedule
 - Parent/Teacher Conference Date, Open House, etc.
 - Report Card (*sample*)
 - Copy of Newsletters
 - Copy of any notices for field trips or activities that parents invited to attend.
 - TNELDS

TAB 4 0520-12-01-10

0520-12-01-11

- Healthy and Safety***
 - Copy of CPR certificate
 - Copy of any Health forms or notices
 - Provide Federal Health & Safety notebook (*includes playground check, etc.*)
 - Playground and Equipment Maintenance Plan* (*blank copy*)
 - Copy of Fire Inspection
 - Copy of Child Plant Environmental Inspection
 - SCS Division of Early Childhood Required Postings List. *
- Food***
 - Copy of menu
 - Copy of food/sanitation inspection

TAB 5 0520-12-01-12 0520-12-01-13

0520-12-01-14

- Physical Facilities***
- Transportation***
 - Transportation Agreement
 - Transportation Plan/Pedestrian Safety
- Care of Children with Special Needs***

The * means there is copy of the actual document or a blank copy for you to complete.

TN DOE Notebook: Tab 1



The following yellow highlighted areas need to be added to the notebook:

- Parent Handbook (updated SY 24-25)
- Parent Handbook Acknowledgement Signed Form
- Child Abuse Education

TAB 1
0520-12-01 through 04

Rules of The State Board Of Education: **Introduction 01-04***
Parent Handbook (*insert updated copy if not included*)
Parent signature page(*insert signed copies*)
DCS and Child Abuse Numbers*
DCS Childcare Complaint Hotline Number*
Child Abuse Education

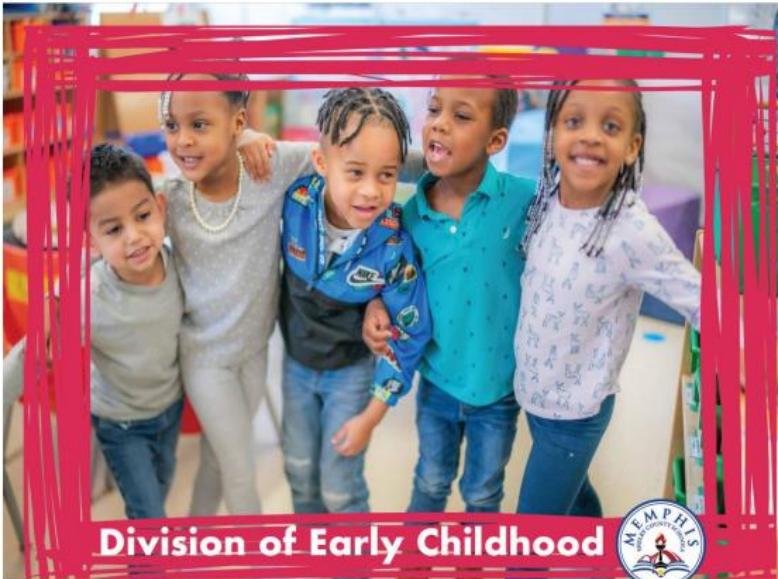
Highlighted documents must be added by teacher.

The * means there is copy of the actual document or a blank copy for you to complete.

Parent Handbook



Division of Early Childhood
Pre-K and Head Start
Parent Engagement Handbook
2024-2025



Office of Early Childhood
3030 Jackson Avenue
Memphis, TN 38112
(901) 416-3450
<http://www.scsk12.org/prek/>



Parent Signature Page



PARENT ENGAGEMENT HANDBOOK ACKNOWLEDGEMENT



My signature below acknowledges that I have:

- read and understand my rights and responsibilities as a parent of the Shelby County Schools Early Childhood program.
- received a copy of TN Department of Human Services Summary of Licensing Requirements for Child Care Centers.
- been given a program tour and informed about the hours of program operation along with the behavior, sickness, attendance and pickup policy of the Memphis Shelby County Schools Early Childhood program.
- been informed about the services and safety procedures including the Child Abuse policy, Personal Safety Curriculum "Keeping Kids Safe", health and medication requirements, as well as the exclusionary procedures of the Shelby County Schools Early Childhood program.
- have received Pedestrian and Bus Safety Education, information about volunteering, and the Client/Community Complaint form.
- been advised of the permission for photo release in which I give my permission for my child to be photographed/video recorded for social media and marketing purposes at special events and activities.
- I DO NOT give my permission for my child to be photographed/video recorded for social media and marketing purposes at special events and activities.

I, the parent/guardian of _____, do hereby acknowledge that I have read and received a copy of the Parent Engagement Handbook and that the program's Family Engagement Specialist, teacher, or designated staff member has discussed these policies and procedures with me.

Parent Name (Print): _____ Date: _____

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Staff signature verifies that the Shelby County Schools Division of Early Childhood Parent Engagement Handbook was reviewed with the parent and that the parent was given a copy.

[Click here to enter text.](#) 30



TN DOE Notebook: Tab 2



Yellow highlighted areas need to be completed and added for each Pre-K staff member:

- Staff Verification Form
- Staff Professional Development Log
- Credentials
- Physicals (must be within 3 years)/DHS Childcare Provider Medical Report
- Evaluations
- Employee Orientation (Pre-service agenda)
- Vulnerable Persons Registries (Dept. of Health and Sex offender)
- Child Abuse Training Certificate and Coordinator
- DOE Implementation and/or Certificates (Certificate of Approval)
- CPR/First Aid card for staff and a list of all



TAB 2

Organization and Administration 0520-12-01-05
-TDOE Program Evaluator Phone List
-Early Childhood Quality and Supports Staff Verification Form (TBI Verification)
(*blank copy included*)* Please complete with pertinent information.
-Staff Professional Development Log (*see TDOE for Compliance links*) (*blank copy included*)
-TDOE For Compliance: List of required PD and links)*
-Credentials: (*teacher license, CDA, degree, high school diploma, etc.*)
-Physicals (*staff*)
-Evaluations: (*mid-year conferences, ECERS/ELLC, Plan of Action etc.*) PLZ(*Professional Learning Zone*)
-Employee Orientation (Pre-Service)
-Vulnerable Persons Registries
-Substitute Requirements onsite (These requirements are a part of SCS HR Dept.)
-Child Abuse Training/Report Certificate/ Identify a Coordinator and Alternate
-DOE Implementation and/or Certificates
-DHS Childcare Provider Medical Report (*blank copy included*)* Please have your doctor complete this form.
-CPR/First Aid card for staff and/or list of school personnel
-CPI (if applicable) Crisis Prevention Institute
-Volunteer Forms:(check with Principal or Division of Early Childhood Handbook
MSCS F.A.C.E.
Program Operation 0520-12-01-06
(see page 13-18 Standards For School Administered Care Programs TNDOE) (*see link below*)
<https://www.tn.gov/content/dam/tn/stateboardofeducation/documents/pendingrules/0520-12-01>

Highlighted documents must be added by teacher.

This * means there is copy of the actual document or a blank copy for you to complete.

Staff Verification Form

2022-2023 Early Childhood, Special Education, and Instructional Staff Verification Form

Employee Name	Address	City	State	Zip	Early Childhood	Special Education	Instructional	Non-Instructional	Support	Other

- Ensure all Pre-K staff are listed on the staff verification form for your location.
- New staff should be added to the same staff verification form. Staff who leave fill-in termination date on current form.



Professional Development Log



School Name: [Click here to enter text.](#)

Name: [Click here to enter text.](#)

District: [Click here to enter text.](#)

School Year: [Click here to enter text.](#)

Mandatory Requirements	Date	Hours	Trainer Name or Signature	Topic
New Teacher Orientation (2 Hours)				
Program Philosophy				
Emergency Procedures				
Policies on discipline of children				
Policies regarding child abuse				
Sudden Infant Death (SIDS)				
Policies for Receiving and Dismissing Children				
Health and Safety Training				
Annual Requirements for All				
The Prevention and control of infection diseases (including immunizations)				
Prevention of sudden infant death syndrome and the use of safe sleep practices				
Administration of medication, consistent with standards for parent consent				
Prevention and response to emergencies due to food and allergic reactions				
Overview of Chapter 0520-12-01, Child care standards				
Appropriate precautions in transporting children, if applicable				
Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment				
Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man caused event (such as violence in a school) that shall include procedures for evacuation,				

Preschool directors, teachers and teachers assistants are required to have thirty (30) hours of documented training. Before/after care directors are required to have eighteen (18) hours and staff twelve (12) hours of documented training.

Tennessee Department of Education Staff Professional Development Log

2024-2025 MSCS Division of Early Childhood PD Log Reference Sheet

Use the links and information below to help locate/complete trainings that will satisfy each requirement. Be sure to print certificates for all trainings and include certificates in your TDOE notebook in addition to adding information to the PD log.

Mandatory Requirement	MSCS Staff (with SafeSchools access)	Community Partner Staff (no SafeSchools access)
Program Philosophy	1 hr. Keynote Address – Early Childhood Directors 8/5/24 or onboarding training date	1 hr. Keynote Address – Early Childhood Directors 8/5/24 or onboarding training date
Emergency Procedures	19 min. Emergency Management: Emergency Operations Planning-Building the Plan (SafeSchools) 21 min. Emergency Management: Emergency Operations Planning-Implementing the Plan (SafeSchools)	1 hr. https://www.prosolutionstraining.com/tn/ "Emergency Preparedness: Better Safe Than Sorry! (Free account must be created to access.)
Policies on discipline of children	1 hr. Read and review Child Care Standards Document & VPK Scope of Service – Guidance on Behavior Management (self-paced)	1 hr. Read and review Child Care Standards Document & VPK Scope of Service – Guidance on Behavior Management (self-paced)
Policies regarding child abuse	28 min. Social and Behavioral: Child Abuse Mandatory Reporting Full Course-Tennessee (SafeSchools) 36 min. Social and Behavioral: Child Abuse Identification and Intervention Full Course (SafeSchools)	2 hrs. https://www.prosolutionstraining.com/tn/ "Recognizing and Reporting Suspected Child Abuse" (Free account must be created to access.)
Sudden Infant Death (SIDS)/Head Trauma	15 min. https://kidshealth.org/en/parents/sids.html (print, review, and sign)	15 min. https://kidshealth.org/en/parents/sids.html (print, review, and sign)
Policies for Receiving and Dismissing Children	30 min. Refer to Administrative guidance and training from building leader	30 min. Refer to Administrative guidance and training from building leader

Physical/DHS Childcare Provider Medical Report

- Physicals must be within three years.
- If physical has expired staff will need to have new physical using this form.

STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES
CHILD CARE PROVIDER MEDICAL REPORT

A. TO BE COMPLETED BY PROVIDER:

Name: _____ Birth Date: _____

Address: _____ Street _____ City _____ State _____ Zip Code _____

I, _____, hereby authorize the physician(s) name below to release information
(Provider/Patient's Signature)
to the Department of Human Services for approval/licensure or employment as a child care provider.

Name of Physician(s): _____ Address: _____

Purpose of Examination: _____ Type of Activity In Child Care (check all that apply):
 Initial Employment Caregiver Food Preparation Driver Facility Maintenance
 Re-examination Other: _____

B. TO BE COMPLETED BY PHYSICIAN(S):

1. How long have you known this patient or have had knowledge of their medical history? _____

2. In your opinion, does this person have:
a. The ability to lift 40 pounds? YES NO
b. The agility to move quickly to keep pace with toddlers? _____
c. The stamina to remain alert and energetic for 8 hours or more? _____
d. Any condition which requires restriction of activity or which could affect patient's temperament and interaction with children?
(If so, explain in Number 3) _____

3. Specify any physical, mental, or emotional limitation affecting this person's ability to care for a group of children.

4. Is this patient currently taking any medications which could affect their work role or interaction with children?
 Yes No If yes, please explain: _____

5. Additional Comments:

Physician's Signature _____ Date _____

Physician's Signature _____ Date _____

HS-0120 Revised 11-08



Vulnerable Person Registry

Vulnerable Persons Registry

Please complete both links below. Please add your documentation to the TDOE Notebook behind this page after completion. Thank you.

1. Vulnerable Persons Registry,
Department of Health:

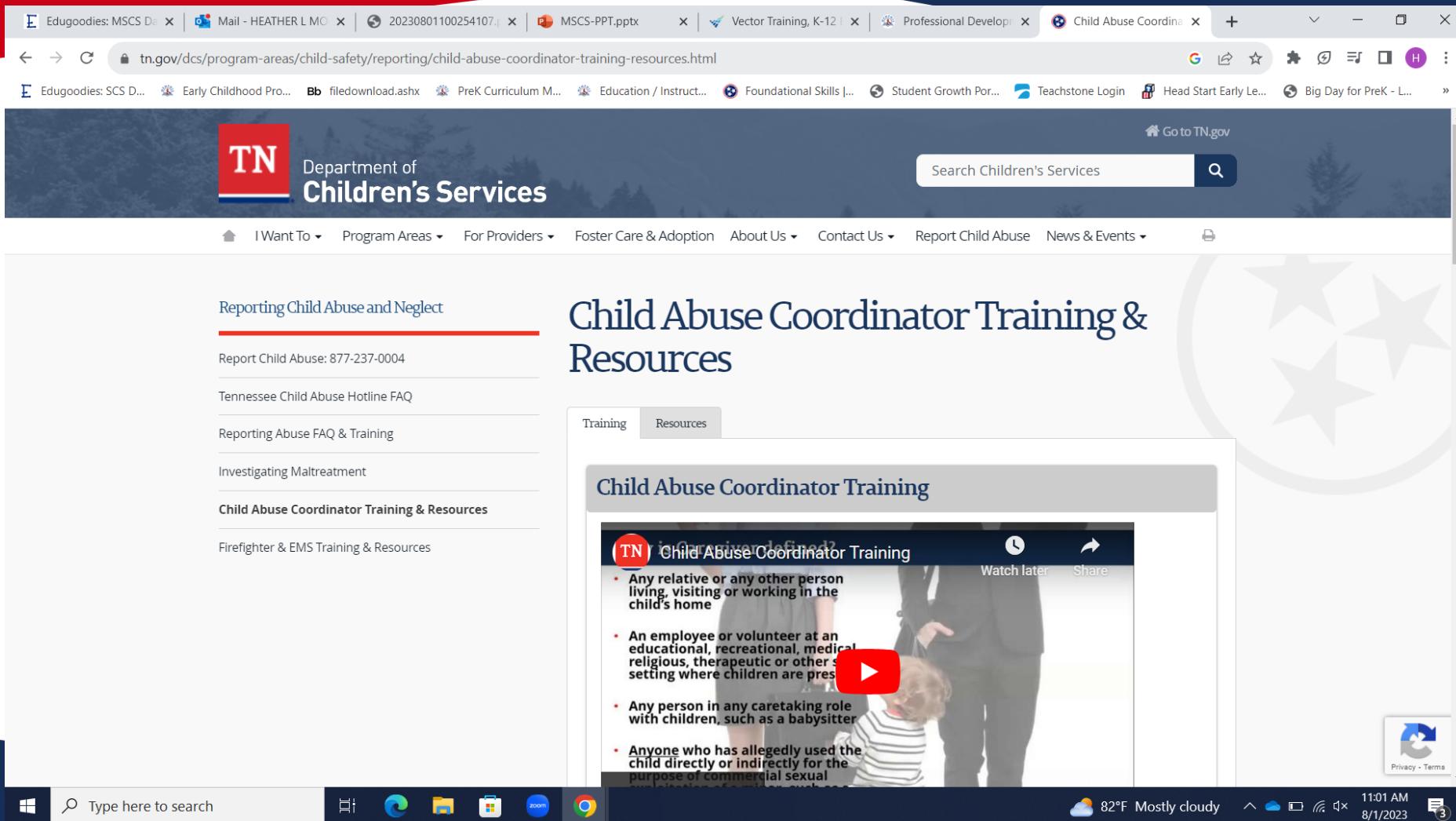
<https://apps.health.tn.gov/AbuseRegistry/default.aspx>

2. Sex Offender Registry,
TBI: <https://sor.tbi.tn.gov/home>

- Must complete each year for all Pre-K staff



Child Abuse Training Certificate and Coordinator



The screenshot shows a Microsoft Edge browser window with the Tennessee Department of Children's Services website loaded. The page title is "Child Abuse Coordinator Training & Resources". A video player is embedded on the page, showing a thumbnail for "TN Child Abuse Coordinator Training" with a play button. The video description lists several categories of people who may be considered child abuse coordinators. The browser's address bar shows the URL: <https://www.tn.gov/dcs/program-areas/child-safety/reporting/child-abuse-coordinator-training-resources.html>. The taskbar at the bottom of the screen shows various pinned icons and the Memphis Shelby County Schools logo.

Reporting Child Abuse and Neglect

Report Child Abuse: 877-237-0004

Tennessee Child Abuse Hotline FAQ

Reporting Abuse FAQ & Training

Investigating Maltreatment

Child Abuse Coordinator Training & Resources

Firefighter & EMS Training & Resources

Child Abuse Coordinator Training & Resources

Child Abuse Coordinator Training

- Any relative or any other person living, visiting or working in the child's home
- An employee or volunteer at an educational, recreational, medical, religious, therapeutic or other setting where children are present
- Any person in any caretaking role with children, such as a babysitter
- Anyone who has allegedly used the child directly or indirectly for the purpose of commercial sexual exploitation

Website:

<https://www.tn.gov/dcs/program-areas/child-safety/reporting/child-abuse-coordinator-training-resources.html>



TN DOE Notebook: Tab 3



Yellow highlighted areas need to be completed and added by each Pre-K classroom:

- Class Roster
- Daily Schedule
- Parent Teacher Conference Dates, Open House, etc.
- Report Card Sample
- Classroom Newsletters
- Copy of Field Trip Permission Slip



TAB 3

Staff

Criminal Background Checks
Criminal Background Check Human Resource Approvals
(for teachers and teacher assistants, substitute teachers)
Program Operations 0520-12-01-09

Class Roster
Daily Schedule
Parent/Teacher Conference Date, Open House, etc.
Progress Report (*sample*)
Copy of Newsletters
Copy of any notices for field trips or activities that parents invited to attend.
TNELDS*

Highlighted documents must be added by teacher.

The * means there is copy of the actual document or a blank copy for you to complete.

TN DOE Notebook: Tab 4



The following highlighted areas need to be added to the notebook:

- Copy of CPR/First Aid Certification
- Copy of Health Forms/Notices (student)
- Safety Plan
- Sample Accident Form
- Fire Inspection
- Child Plant Environment Inspection
- Copy of food/sanitation inspection
- Monthly Menus



TAB 4

Healthy and Safety 0520-12-01-10

- Copy of CPR certificate/First Aid Certification
- Copy of any Health forms or notices
- Provide Safety Plan Forms:
**(Temp Safety, Classroom Coverage, Arrival & Departure, Restroom Safety, Recess Supervision, Playground and Equipment Maintenance Plan) (blank copy)*
- Playground Rules
- Copy of Fire Inspection
- Copy of Child Plant Environmental Inspection
- MSCS Division of Early Childhood Required Postings List. *

Food 0520-12-01-11

- Copy of food/sanitation inspection
- Copy of monthly menus

Highlighted documents must be added by teacher.

The * means there is copy of the actual document or a blank copy for you to complete.

Safety Plans

MEMPHIS SHELBY COUNTY SCHOOLS



SAFETY PLANS *FORMS *

MEMPHIS SHELBY COUNTY SCHOOLS



Early Childhood

Temperature Safety Plan

School/ Center: _____
Principal/Director: _____
Teacher: _____ Phone #: _____
Teacher Assistant: _____ Phone #: _____
School Start Time: _____

Malfunctioning Unit Process:

Steps for ensuring appropriate classroom temperature ranges:

- Step 1: Teachers will post classroom thermometers on walls in every classroom to monitor appropriate temperature ranges.
- Step 2: Principals and teachers will contact the Early Childhood director and/or manager immediately upon knowledge of malfunctioning units.
- Step 3: The facility maintenance director will be notified immediately upon notification of malfunctioning units for immediate attention to specific sites.
- Step 4: Students will be moved to a temporary location in the building until the unit is fixed.

Name two alternate locations in your building for the Pre-K class in the event the heating and/or air conditioning is not functioning properly.

1. _____
2. _____

Teacher: _____ Date: _____

Assistant: _____ Date: _____

Principal: _____

MEMPHIS SHELBY COUNTY SCHOOLS



Early Childhood

Restroom Safety Plan

School/ Center: _____

Principal/Director: _____

Teacher(s): _____

Phone #: _____

Teacher Assistant(s): _____

Phone #: _____

School Start Time: _____

Location of Bathroom(s): _____

Location of Staff During Bathroom Breaks: _____

Times of Bathroom Breaks: _____

Emergency Bathroom Procedures: _____

Teacher Signature: _____ Date: _____

Assistant Signature: _____ Date: _____

Principal Signature: _____ Date: _____

MEMPHIS SHELBY COUNTY SCHOOLS



Early Childhood

Classroom Coverage Plan

School/ Center: _____
Principal/Director: _____
Teacher: _____ Phone #: _____
Teacher Assistant: _____ Phone #: _____
School Start Time: 8:00 AM

Absence Notification Process:

Define the steps for ensuring coverage in case of an absence.

- Step 1: Call & email the Principal
- Step 2: Copy the secretary on the email
- Step 3: Place the sub into Subfinder Express System
- Step 4: _____
- Step 5: _____
- Step 6: _____

Name 2 assistants or building personnel that can cover the Pre-K class in the event a substitute does not show up.

1. _____

2. _____

Teacher: _____ Date: _____

Assistant: _____ Date: _____

Principal: _____ Date: _____

MEMPHIS SHELBY COUNTY SCHOOLS



Early Childhood

Recess Supervision Plan

School/ Center: _____

Principal/Director: _____

Teacher: _____ Teacher Assistant: _____

Arrival Procedures: TA counts the students to make sure they all arrived on the playground. Teacher goes over playground rules. She will ask the student to repeat the rules. Then she allows students to go play on playground.

Departure Procedures: TA rings her bell 3 times and the students line up in front of the teacher. TA will count the students before leaving the playground. We will work in a single file line back into the building. We count the students again once we are in the building.

Supervision Assignments: Four adult will stand by the blue pole on each corner to monitor the students as they play.

Emergency Plans:

Child Injury:
We will take care of the child's injury using the first aid kit in our backpack. We will write an incident report and notify the parent.

Orange Alert:
We will stay in the building. We will do our recess in the gym or in our classroom.

Severe Weather:
We will stay in the building. We will do our recess in the gym or in our classroom.

Fire Alarm:
We will follow our school protocol for fire drills. We will line up in the appropriate area, count students, call the roll and use our emergency handbook to let them know "all clear".

Toileting and Personal Care:

Before we go outside, we will take care of all our toileting needs. However, in case of emergency one person will take the child to the restroom nearest the playground. (we have a floater, there for we will still be in ratio)

Other Emergencies:

If any other emergencies occur during our recess time, we will work together as a team to solve the issue.

Teacher: _____ Date: _____

Assistant: _____ Date: _____

Principal: _____ Date: _____

MEMPHIS SHELBY COUNTY SCHOOLS



Early Childhood

Arrival and Departure Plans

School: _____

Teacher(s): _____

Teachers' Assistant(s): _____

Arrival Procedures: TA/T counts the students and checks the classroom sign-in sheet to ensure that all students are present to walk from the designated pick-up area to the classroom.

Additional Information:

Departure Procedures: The school bell rings, and the students line up in front of the teacher. T/T will count the students before leaving the classroom. As parents arrive the T/T will check the Parent Permission to Pick up List to confirm parent or designee, ask for ID or Driver's License. Parent(s) or approved pick-up person will sign-out

Additional Information:

Closing Procedures: All teachers will check to ensure ALL students are gone from building.

Teacher: _____ Date: _____

Assistant: _____ Date: _____

Teacher: _____ Date: _____

Assistant: _____ Date: _____

Principal: _____ Date: _____

MEMPHIS SHELBY COUNTY SCHOOLS



Early Childhood

Playground and Equipment Maintenance Plan

School/ Center: _____

Principal/Director: _____

Teacher: _____ Teacher Assistant: _____

Playground/Equipment owned and operated by:

(i.e., Name of School, Name of Gymnasium/Equipment or Memphis Park Commission)

Elementary

Type of equipment used in no playground is available:

(i.e., tricycles, balls, hula hoops, etc.)

Balls, jump ropes, hula hoops, parachutes

Accessed and used by:

(i.e., Pre-K and school-aged children, only Pre-K, etc.)

Pre-K and school aged children

Assessment of condition of recess area:

(i.e., Safety Inspection Checklist, Daily Playground walkthrough)

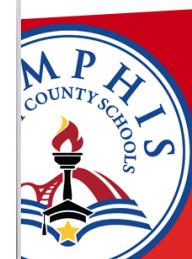
Plan to report damaged playground material and/or equipment, unanchored climbing items, resilient surface, etc.:

_____ the building engineer, will be informed immediately of any damaged playground material/equipment.

Teacher: _____ Date: _____

Assistant: _____ Date: _____

Principal: _____ Date: _____



Sample Accident/ Incident Form



Shelby County Schools
Student/Visitor Incident Report Form

In the event that a student or visitor is injured while on school and/or SCS property, this form should be completed and submitted to the main office for entry into the online Student or Visitor Incident Reporting system.

Accident reports should be as detailed as possible. If a student or visitor is injured due to a health or safety issue, details regarding the hazard **MUST** be included. It is Risk Management's goal to correct any health or safety hazards as quickly as possible to avoid future accidents, thereby providing a safe learning & work environment.

Student or Visitor? Student Visitor

School/Location Name: _____

Date of Report: _____ Date of Incident: _____ Time of Incident: _____

Student Name: _____ Student SSN: _____

Gender: Select Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____

Home Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Home Telephone Number: _____ Emergency Contact Number: _____

Location Where Incident Occurred: Select

Injury or Illness? Injury Illness

Body Part(s) Injured: _____ Injury Type(s): _____ Illness: _____

Give a clear description of the incident and how it occurred: _____

Witness Information – Name/Contact Number (leave blank if no witness): _____

Check Appropriate Action Required:

- No Treatment Needed
- First Aid
- Primary Care Doctor
- Ambulance Required
- Emergency Room (parent/guardian transport)

Parent/Guardian Contacted: Yes No

Response of Parent/Guardian: _____

Did this incident occur during athletic sports? Yes No

If Yes, please select the sport: Select

Report Prepared by: _____

Reporting Location: _____

Comments: _____

TEACHERS: This form should be submitted to the main office for entry into the online Student or Visitor Incident Reporting System.



Fire Inspection Child Plant Environmental Inspection



CITY OF MEMPHIS
DIVISION OF FIRE SERVICES
FIRE PREVENTION BUREAU
2668 Avery Avenue
Memphis, TN 38112
Phone 901.636.5401 Fax 901.636.5425



COMPREHENSIVE SCHOOL INSPECTION REPORT

2012 Edition of NFPA 101 LIFE SAFETY CODE, Chapter 15
2015 Edition of INTERNATIONAL FIRE CODE as amended
August 1, 2020 thru July 31, 2021

Date: 7-22-21

Fire Inspector: MOODY

Public: Private:

School: [REDACTED]

TFM: 1979

Street Address: [REDACTED] STREET

ZIP: 38108

County: Shelby

City: Memphis

Principal: [REDACTED]

Phone: 9014165444

E-Mail: [REDACTED]

Director of Schools: DR. JERIS RAY

Phone: 9014165444

E-Mail: INTERPENTENT@SISCL2.ORG

NUMBER OF STORIES EXCLUDING NON-OCCUPIED BASEMENT: 2

SPRINKLERED PER NFPA 13: YES NO Partially:

SPRINKLERED AREAS (if partially sprinkled): JANITORS

* On the above date an annual safety survey was conducted at this facility. The following deficiencies, as shown by "HO" responses are noted by classification according to their severity. The classifications are listed in parentheses prior to each deficiency.

- (I) Requires **Immediate** corrective action.
- (A) Requires corrective action **within 14 days**.
- (B) Requires corrective action **within 30 days**.
- (C) Requires corrective action **within 60 days**.

- * Provide a **Plan of Corrective Action (POCA)** within **7 days** of receipt of this report, showing how and when each noted deficiency will be corrected.
- * Forward POCA's to: City of Memphis - Fire Prevention Bureau • 2668 Avery Ave. Memphis, TN 38112 or Fax to: 901.636.5425.

CHILD CARE FACILITY INSPECTION REPORT FOR TENNESSEE DEPARTMENT OF HUMAN SERVICES DEPARTMENT OF HEALTH

ESTABLISHMENT	DATE	RECOMMENDATION
LOCATION 4055 BAYLISS	09/30/2021	EST. NO. 631241492
CITY, STATE, ZIP Memphis TN 38108	PURPOSE Routine	FOLLOW-UP () YES REQUIRED <input checked="" type="checkbox"/> NO

WATER SUPPLY, ICE

- * 1. Source adequate
- 2. Drinking facilities, approved types, clean, good repair, adjusted

SEWAGE DISPOSAL / PLUMBING

- * 3. Operative properly
- 4. Cross connection
- 5. Visible sewage jets

SOLID WASTE

- 6. Containers adequate, clean
- 7. Storage area, grounds clean
- 8. Collection, disposal

TOILETS, HANDWASHING, AND BATHING

- 9. Fixtures adequate
- 10. Fixtures clean, good repair
- 11. Hygiene practices, adult supervision
- 12. Soap, individual towels
- 13. Toilet tissue provided on holder
- 14. Water temperature (90° F-120° F)
- 15. Covered container(s)

BUILDING

- 16. Visible cracks, sealed openings
- 17. Exterior clean, painted
- 18. Gutters, down spouts, clean good repair
- 19. Materials, asbestos control meets Standard

FLOORS

- 20. Clean, good repair
- 21. Walls and Ceilings

DOORS AND WINDOWS

- 22. Clean, good repair
- * 23. Identifies critical items
- * 24. Not required for programs serving children five (5) years of age and above in school-age care programs.

ANIMAL CONTROL

- 25. Cages clean

- 26. Pets controlled, no turtles

- * 27. Adequate
- * 28. Clean, good repair
- * 29. Bed spacing
- * 30. Adequate
- * 31. Fixtures, shades, blinds clean, good repair
- * 32. Adequate temperature
- * 33. No noxious odors eliminated
- * 34. Heating and ventilation units clean, good repair
- * 35. Infestation
- * 36. Harborage, control
- * 37. Adequate drainage
- * 38. Infestation
- * 39. Glass in hazardous locations shielded unless safety glass used
- * 40. No broken glass in building or on playgrounds
- * 41. Playgrounds free of hazards likely to cause falls
- * 42. Furniture safe
- * 43. Safety rails as required, bathtubs have safety strips or non-slip mats
- * 44. Heating units, hot water pipes, other heated objects protected. No visible electrical hazards. Electrical outlets protected.
- * 45. Buildings and grounds free of unprotected, abandoned well, clutter, refrigerator, or similar hazards
- * 46. Barriers or fence provided on grounds as necessary
- * 47. Play equipment safe, good repair

Critical items shall be corrected within a time frame not to exceed thirty (30) days. Approval indicates no critical item violations of the Department of Human Services standards. Disapproval indicates critical item violations were not corrected as required. Pending indicates disapproved pending correction of critical items.

Signature of
Person in Charge R. J.
Date of Signature 09/30/2021

By R. J. EHS
Time In/out 10:40 AM 10:55 AM



Food/Sanitation Inspection

- Please ensure monthly breakfast and lunch menus are added to the TNDOE Notebook each month.



TN DOE Notebook: Tab 5



TAB 5

Physical Facilities 0520-12-01-12*

Transportation 0520-12-01-13*

Transportation Agreement*

Transportation Plan/Pedestrian Safety

Transportation Log: (*blank copy included*)

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

The * means there is a copy of the actual document or a blank copy for you to complete.

How to access forms on Pre-K Website?



Division of Early Childhood Website:

<https://tn50000520.schoolwires.net/earlychildhoodprograms>

A screenshot of the Memphis Shelby County Schools Early Childhood Program website. The header features the school's logo and the text "EARLY CHILDHOOD PROGRAM" and "Pre-K is Out of This World!". The main content area shows two women standing in front of a backdrop of red, yellow, and blue balloons. To the right is a sidebar with links to various resources.

Home About Us Teachers Calendar

2024-2025 District Calendar

2024-2025 Pre-K Calendar (Coming Soon)

MSCS Pre-K Homepage

Training Videos

Who to Contact

2024-2025 Pacing Guide

Finding the Professional Development Log



Click on the
Teachers link



EARLY CHILDHOOD PROGRAMS

What Happens Here Lasts a Lifetime



Home About Us **Teachers** Calendar

2023-2024
District
Calendar

SCS Pre-K
Homepage

Who to
Contact

2023-2024
Pre-K
Calendar

Training
Videos

2023-2024
Pacing Guide

Finding the Professional Development Log



TEACHERS

Behavioral & Mental Health

»

Compliance

»

Education

Home

About Us

Teachers

Calendar

»

Family Engagement

»

Health, Safety, and Nutrition

»

Model Classroom

»

Professional Development

»

Real Men Read Video Library

»



Click on the
Professional
Development
Link

Finding the Professional Development Log



PROFESSIONAL DEVELOPMENT OPPORTUNITIES

TRAINING SCHEDULES AND INFO

[Summer PD Calendar](#)



[MSCS Summer 2023 Professional Development Catalog](#)



[PLZ Registration Step-by-Step Guide](#)



Here!

PROFESSIONAL DEVELOPMENT LOG

[TDOE Professional Development Log \(.doc\)](#)



[TDOE Individual Professional Development Log \(.pdf\)](#)



[2023-2024 TDOE PD Log Reference Sheet](#)



TRAINING OPPORTUNITIES

[TDOE Reading Courses](#) (access to Early Reading Training modules, which are required to retain state licensure)

[Udemy Business Platform](#) (all MSCS full-time staff have 24/7 access to thousands of top-rated courses, from coding to professional skills to management and leadership development and more.)

[Udemy Login Step Guide](#) (breaks down how to access the Udemy Business Platform)

[3 Ideas for Implementing Playful Learning in Early Childhood Classrooms](#) (presented by Teacher Created Materials)-requires free login, a certificate for 1 hour of PD credit is available for download after viewing the entire presentation. (No PLZ credit will be issued for this session, but it can be added to the TDOE PD log.)

[Home](#) [About Us](#) [Teachers](#) [Calendar](#)

viewing the entire presentation. (No PLZ credit will be issued for this session, but it can be added to the TDOE PD log.)

CLASSROOM VIDEOS

Independent Small Groups



PD SESSION RESOURCES

Professional Development Log

STAFF PROFESSIONAL DEVELOPMENT LOG				
Mandatory Requirements	Date	Hours	Trainer Name or Signature	Topic
New Teacher Orientation (2 Hours)				
Program Philosophy				
Emergency Procedures				
Policies on discipline of children				
Policies regarding child abuse				
Sudden Infant Death (SIDS)				
Policies for Receiving and Dismissing Children				
Health and Safety Training				
Annual Requirements for All				
The Prevention and control of infection diseases (including immunizations)				
Prevention of sudden infant death syndrome and the use of safe sleep practices				
Administration of medication, consistent with standards for parent consent				
Prevention and response to emergencies due to food and allergic reactions				
Overview of Chapter 0520-12-01, Child care standards				
Appropriate precautions in transporting children, if applicable				
Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment				
Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man caused event (such as violence in a school) that shall include procedures for evacuation,				

Preschool directors, teachers and teachers assistants are required to have thirty (30) hours of documented training.
Before/after care directors are required to have eighteen (18) hours and staff twelve (12) hours of documented training.

Tennessee Department of Education Staff Professional Development Log

2024-2025 MISCS Division of Early Childhood PD Log Reference Sheet

Use the links and information below to help locate/complete trainings that will satisfy each requirement. Be sure to print certificates for all trainings and include certificates in your TDOE notebook in addition to adding information to the PD log.

Mandatory Requirement	MSCS Staff (with SafeSchools access)		Community Partner Staff (no SafeSchools access)
Program Philosophy	1 hr.	Keynote Address – Early Childhood Directors 8/5/24 or onboarding training date	1 hr. Keynote Address – Early Childhood Directors 8/5/24 or onboarding training date
Emergency Procedures	19 min. 21 min.	Emergency Management: Emergency Operations Planning-Building the Plan (SafeSchools) Emergency Management: Emergency Operations Planning-Implementing the Plan (SafeSchools)	1 hr. https://www.prosolutiontraining.com/tn/ "Emergency Preparedness: Better Safe Than Sorry! (Free account must be created to access.)
Policies on discipline of children	1 hr.	Read and review Child Care Standards Document & VPK Scope of Service – Guidance on Behavior Management (self-paced)	1 hr. Read and review Child Care Standards Document & VPK Scope of Service – Guidance on Behavior Management (self-paced)
Policies regarding child abuse	28 min. 36 min.	Social and Behavioral: Child Abuse Mandatory Reporting Full Course-Tennessee (SafeSchools) Social and Behavioral: Child Abuse Identification and Intervention Full Course (SafeSchools)	2 hrs. https://www.prosolutiontraining.com/tn/ "Recognizing and Reporting Suspected Child Abuse" (Free account must be created to access.)
Sudden Infant Death (SIDS)/Head Trauma	15 min.	https://kidshealth.org/en/parents/sids.html (print, review, and sign)	15 min. https://kidshealth.org/en/parents/sids.html (print, review, and sign)
Policies for Receiving and Dismissing Children	30 min.	Refer to Administrative guidance and training from building leader	30 min. Refer to Administrative guidance and training from building leader



Finding the DOE Compliance Resources



EARLY CHILDHOOD PROGRAMS

What Happens Here Lasts a Lifetime



Home About Us **Teachers** Calendar

2023-2024
District
Calendar

SCS Pre-K
Homepage

Who to
Contact

2023-2024
Pre-K
Calendar

Training
Videos

2023-2024
Pacing Guide

Click on the
Teachers link

Finding the DOE Compliance Resources



EARLY CHILDHOOD PROGRAM

Pre-K is Out of This World!



Home About Us Teachers Calendar

2024-2025 Application Process

Compliance and TDOE Notebook

Family Engagement

Model Classroom

Real Men Read Video Library

Behavioral & Mental Health

Education

Health, Safety, and Nutrition

Professional Development

Who to Contact

2024-2025 Pacing Guide

An orange arrow points from the text "Click on the 'Compliance and TDOE Notebook' link" to the "Compliance and TDOE Notebook" link on the website.

**Click on the
“Compliance and
TDOE Notebook”
link**

Finding the DOE Notebook Resources



SCS HOME OUR SCHOOLS »

TRANSLATE » USER OPTIONS » Search



EARLY CHILDHOOD PROGRAM

Pre-K is Like a Box of Crayons-Creating Colorful Futures for Children

Home About Us **Teachers** Calendar

Home » Teachers » Compliance and TDOE Notebook » TDOE Notebook

Find it Fast »

COMPLIANCE AND TDOE NOTEBOOK

TDOE NOTEBOOK

INTRODUCTION

- [Bind Cover](#)
- [Table of Contents](#)
- [Introduction](#)

TAB 2

- [Tab 2 Table of Contents](#)
- [Organization and Administration 0520-12-01-05](#)
- [TDOE Program Evaluator Phone List](#)
- [Staff Verification Form \(.pdf\)](#)

Click on
TDOE
Notebook

TAB 1

- [Tab 1 Table of Contents](#)
- [Rules of the State Board of Education](#)
- [Child Abuse and Complaint Numbers](#)

TAB 3

- [Tab 3 Table of Contents](#)
- [Program Operations 0520-12-01-09](#)
- [Staff and Background Checks](#)
- [Tennessee Early Learning Developmental Standards \(TN-ELDS\)](#)

[Staff Physical Form](#)

[Professional Development Log \(.pdf\)](#)

[Professional Development Log \(.doc\)](#)

[2023-2024 PD Log Reference Sheet](#)

[List of Required PD and Links](#)

[Vulnerable Persons Registries Links](#)

[MSCS Volunteer Information](#)

[Program Operations 0520-12-01-06](#)

TAB 5

[Table 5 Table of Contents](#)

[Physical Facilities 0520-12-01-12](#)

[Transportation 0520-12-01-13](#)

[Transportation Agreement](#)

[Bus Statement](#)

[Pedestrian Safety Form](#)

[Transportation Log](#)

[Care of Children with Special Needs 0520-12-01-14](#)

TAB 4

[Tab 4 Table of Contents](#)

[Health and Safety 0520-12-01-10](#)

[Safety Plan Forms \(.pdf\)](#)

[Safety Plan Forms \(.doc\)](#)

[Playground Rules](#)

[Early Childhood Required Postings List](#)

[Emergency Drills Form](#)

CHILD ABUSE COORDINATOR TRAINING

Child Abuse Coordinator Training Site

ADDITIONAL RESOURCES

[Staff Verification Form Examples](#)

[Self-Assessment Form](#)

Finding the DOE Compliance Resources



Edugoodies: MSCS Daily Links - [e](#) | Mail - HEATHER L MOORE - Outlook [x](#) | [Compliance and TDOE Notebook](#) [x](#) | [+](#)

tn50000520.schoolwires.net/Page/22723

Edugoodies: SCS D... Early Childhood Pro... filedownload.ashx PreK Curriculum M... Education / Instruct... Foundational Skills J... Student Growth Por... Teachstone Login Head Start Early Le... Big Day for PreK - L...

Home About Us Teachers Calendar

COMPLIANCE AND TDOE NOTEBOOK

COMPLIANCE

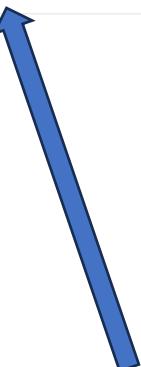
STANDARD OPERATING PROCEDURES (SOPs)

- [Education-Child Guidance and Discipline](#)
- [Education-Child Screenings and Assessments](#)
- [Education-Child Supervision](#)
- [Education-Classroom and Teacher Observations](#)
- [Education-Daily Schedules](#)
- [Education-Dismissal or Withdrawal of Children](#)
- [Education-Education Approach, Curriculum, and Lesson Plans](#)
- [Education-Extended Day](#)
- [Education-Field Trips](#)
- [Education-Foundational Skills Walkthroughs](#)
- [Education-Graduations](#)
- [Education-Home Visits and Parent Conferences](#)
- [Education-Inclement Weather and Unscheduled Closures](#)
- [Education-Parent Engagement](#)
- [Education-Professional Development](#)
- [Education-Recordkeeping](#)
- [Education-Referral Process for Students with Suspected Cognitive Disabilities](#)
- [Education-Reporting of Student Progress](#)
- [Education-School Uniforms](#)
- [Education-Staffing](#)
- [Education-Teaching and Learning Environment](#)
- [Education-Toilet Training](#)
- [Education-Transportation](#)

STANDARDS

- [Head Start Early Learning Outcomes Framework](#)
- [Tennessee Early Learning Developmental Standards \(TN-ELDS\)](#)
- [Tennessee Early Learning Developmental Standards \(TN-ELDS\) Revised, Birth-48 Months](#)

Click on Compliance



Type here to search

8:52 AM 8/30/2023

1 70°F Sunny

E-Licensing



Welcome to Tennessee Provider Portal

A screenshot of the Tennessee Provider Portal login page. The page has a light gray header with the word "LOG IN" in capital letters. Below the header are two input fields: "Username / Email" and "Password". Underneath these fields is a reCAPTCHA box with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the reCAPTCHA box is a "Forgot Password?" link. At the bottom of the page are two large blue buttons: a "LOG IN" button on the left and a "CLICK HERE TO REGISTER" button on the right.

- Online portal for the state of TN used to submit documentation in order to receive a COA (certificate of approval).
- One submission per school/center location
- Many of the documents needed for the TNDOE notebook will also be uploaded to the e-licensing portal (schedules, PD logs, fire inspections, etc.).
- More information will be provided from Director Bostick in the coming weeks .

Professional Development Credit



Tennessee Department of Education (TDOE)

Attendance



bit.ly/tdoe24att

Feedback



bit.ly/tdoe24surv

