



**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*)

0520-12-01-06

Program Operation*

(see page 13-18 Standards For School Administered Care Programs TNDOE)

<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

Staff*

Criminal Background Checks

Criminal Background Check Human Resource Approvals
(for teachers and teacher assistants, substitute teachers)

0520-12-01-09

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

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. *

0520-12-01-11

Food*

Copy of menu

Copy of food/sanitation inspection

TAB 5

0520-12-01-12

Physical Facilities*

0520-12-01-13

Transportation*

Transportation Agreement

Transportation Plan/Pedestrian Safety

0520-12-01-14

Care of Children with Special Needs*

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