



Memphis-Shelby County Schools Division of Early Childhood
Required Postings for Health & Safety and Nutrition

The following postings must be displayed in the classroom in one location:

- Emergency Plans that require rapid response for medical/dental emergencies are in plain view (medical emergencies for children and staff)
- Current Certificate of Approval (School based sites)
- Certification of Occupancy (Center based sites)
- Mission and Vision Statement
- Evacuation Route Map
- Documentation of dates and times for drills: Fire (Monthly), Tornado (3 times a year) Earthquake (one a year) Lockdown (once per year)
- A list of Emergency telephone numbers
- DHS Complaint Hotline Telephone Number 1-800-462-8261
- Child Abuse Hotline, Telephone Number 1-877-237-0004
- Children's Food Allergy, Seasonal Allergy, and Medical Alert postings
- Daily schedule with the following requirements: pictures, child-choice and teacher directed activities, stable daily routine, meals and snacks, and one-hour (1) rest period, etc.
- Daily schedule with following requirements: Daily outdoor play time (only when temperatures are greater than 32 degrees and lower 95 degrees)
- Trained CPR/First Aid Trained Personnel
- Child CPR & AED and Child Choking Posters
- Age-Appropriate Classroom Rules & Expectations
- Age-Appropriate Playground Rules
- Emergency Health & Safety Policies and Procedures
- Child Care Plant Inspections
- Fire Comprehensive Report
- Cleaning/Rinsing/Sanitizing/Disinfecting Steps

The following CACFP and Nutrition postings must be displayed in the classroom or cafeteria in one location, in plain view and where snack is consumed:

- Tennessee Comptrollers of the Treasury
- And Justice for All (Updated copy)
- Building for the Future (English & Spanish version)
- Language Assistance
- Civil Rights Complaint Form
- Current Child/Adult License (Certificate of Approval)
- Current Breakfast, Lunch, Snack menus (Provided by Nutrition Advisor monthly)