



## Early Childhood Division- Pre-K

### Standard Operating Procedure

#### **1. *Area of Focus – EXTENDED DAY***

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#### **2. *Scope***

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Clarify operating procedures for M-SCS Early Childhood Division school day

#### **3. *Prerequisites***

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NA

#### **4. *Responsibilities***

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School Principal  
Center Director/Manager  
Teacher  
Family and Community Partnership Manager  
Family Engagement Advisor  
Family Engagement Specialist

#### **5. *Procedure***

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- A. The standard day for Pre-K students is seven hours, including meals and reclined rest.
- B. The Early Childhood Program does not require or provide extended day services.
- C. Contractors may offer extended day services apart from the mandated seven hours.
- D. Students cannot be denied attendance to the typical Pre-K day due to nonpayment of extended services.
- E. Extended day services for preschool children may be provided at the parents' expense and choice at select sites.
- F. Families can be referred by teaching staff or family service workers to the contractor agency or other early childhood providers in the communities if they need extended day services.

#### **6. *References***

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- Head Start Performance Standards Subpart – B Program Structure 1302.21
- Memphis-Shelby County Schools Board of Education Policy 6060 School Day
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.09 section 1f
- Voluntary Pre-K Scope of Services, H



## Early Childhood Division- Pre-K

### 7. *Definitions*

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➤ NA