

Program Overview



Shelby County Schools

Division of Early Childhood

TDOE Notebook

Introduction



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- **Scope of Services for Voluntary Pre-K ***
- **Important Facts for Administrators to Know About Pre-K Law ***

Memphis-Shelby County Schools

Division of Early Childhood

TDOE Notebook

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



Classroom Funding and Support

School/Center: _____

Classroom # _____ Funding Source: _____

Instructional Advisor: _____

Foundational Literacy Coach: _____

Family Engagement Specialist: _____

Compliance Associate/Advisor: _____

Health Services Advisor: _____

Behavior Specialist: _____

Nutrition Advisor: _____

TNDOE: _____

Important Facts for Administrators to Know About Pre-K Law

The adult to child ratios for LEA operated public school programs is 1:10. There must be 1 adult per every ten children **AT ALL TIMES** except nap. If either the teacher or assistant is absent, a substitute must take their place. The teacher and/or assistant can never be pulled out of the class to assist with other duties. The ratios must be in place in the classroom, MAPS classes, the cafeteria, and the playground. 0520-12-01-.06(1)(c); 0520-12-01-.06(1)(d); 0520-12-01-.06(3)(a), 0520-12-01-.06(3)(2); 0520-12-01-.06(3)(d); 0520-12-01-.06(4)(a)(3); 0520-12-01-.06(5)(a)

0520-12-01-.03

All Pre-K and /or schools-age childcare programs must be monitored annually for compliance with chapter 0520-12-01. All programs found to be in compliance will receive a Certificate of Approval each year.

0520-12-01-.03

A TDOE Program Evaluator is assigned to each program. The Program Evaluator conducts the annual monitoring as well as is available to provide training and answer questions.

0520-12-01-.05 (5)(b)(c)

(b) Children shall be signed in and out of the program by the custodial parent. Students transported to the program pursuant to 0520-12-01-.13 may be signed in and out by the appropriate staff person. School-age students may sign themselves into the program. Program staff shall verify parental authorization and the identity of any person to whom a child is released.

(c) Children shall only be released to a responsible designated person in accordance with the child release plan. The program shall verify the identity of the authorized person by requiring presentation of a photo identification. The person to whom the child is released must sign the child out of the program.

0520-12-01-.05(9)

Programs shall meet the following requirements for the posting of documentation:

(a) During the hours of operation, the current certificate of approval shall be posted near the main entrance in a conspicuous location.

(b) The Department of Human Services' toll-free complaint number shall be posted in a conspicuous location.

(c) The Department of Children's Services' child abuse number shall be posted near the main entrance in a conspicuous location and at each telephone.

0520-12-01-.09 (b)(c)

(c) Children, enrolled in any LEA pre-kindergarten program, must participate in an educational curriculum that is aligned with the Tennessee early learning

0520-12-01-.09 (1)(e)

There shall be a balance between child's choice and adult-directed activities.

0520-12-01-.09 (2)(d)

Opportunities shall be provided for children to interact with one another.

0520-12-01-.09 (4)(a)

An opportunity for outdoor play shall be extended to children of all ages who are in care more than three (3) daylight hours; provided, however, for programs where outdoor play is prohibitive or dangerous, as determined at the discretion of the Department, unoccupied indoor space providing fifty (50) square feet per child is acceptable.

Children shall be provided an opportunity for outdoor play when the temperature range is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining.

0520-12-01-.09 (5)

(5) Programs shall meet the following behavior management criteria:

(a) Discipline shall be reasonable, appropriate, and in terms the children can understand.

(b) Discipline that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.

(c) Discipline shall not be related to food, rest, or toileting.

(d) Spanking or any other type of corporal punishment is prohibited.

(e) Praise and encouragement of good behavior shall be used.

(f) Time out shall be reasonable and developmentally appropriate.

1. Time out shall take place in an appropriate location based upon the development of the child.

2. The length of each time out session shall be based on the age of the child and shall not exceed one (1) minute per each year of age of the child; provided, however, that in no event shall any child below the age of thirty-six (36) months be placed in time-out for more than three (3) minutes, and no child between thirty-six (36) months and sixty (60) months of age shall be placed in time-out for longer than five (5) minutes.

0520-12-01-.09 (9)

(9) Routines such as snacks, meals, and rest shall occur at approximately the same time each day.

0520-12-01-.10 (18)(j)(1)

A quiet rest area and cots or mats shall be available for children who want to rest or nap. However, no child shall be forced to nap. Children must have a 1 hour reclining rest period each day.

0520-12-01-.11

(1) If the program provides meals, the program shall provide developmentally appropriate meals, snacks, and drinks for each child that are of sufficient proportions and nutritional value to meet each child's health needs in accordance with the following minimum requirements:

(c) Children in care seven (7) to ten (10) hours shall be provided one (1) meal and one (1) or two (2) snacks.

2(f) At mealtime, children shall be seated at appropriately sized tables and chairs, and adults shall supervise them.

(h) In order for parents to be aware of the food their children are receiving, the week's menus shall be planned and posted by the first day of each week and remain posted throughout the week. These menus shall be followed, although reasonable substitutions are permissible, if the substituted food contains the same nutrients. Any change shall be documented in advance of the meal.

0520-12-01-.12

Program must provide a developmentally appropriate outdoor play area. The area must have sufficient resilient surfacing as defined by Chapter 0520-12-01.12

0520-12-01-.12(10)

All rooms used by children shall be maintained at a temperature of between sixty-eight (68) to seventy-eight (78) degrees Fahrenheit by means of heating, cooling or ventilation sources approved for use.