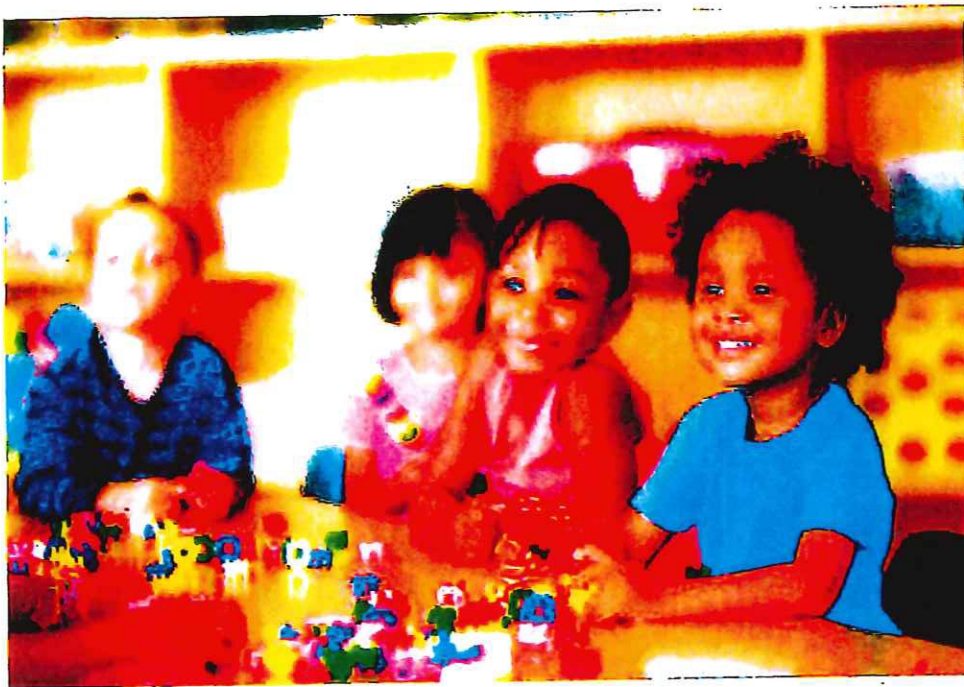


Program Operation

0520-12-01-09



Shelby County Schools

Division of Early Childhood

TDOE Notebook

FACTS to Remember

- Routines have been established for the students
- Schedules are posted and have been given to the parents.
- There is a balance between student choice and adult-directed activities.
- There is a balance between the types of activities presented throughout the day.
- TV time is limited and only used for instructional purposes.
- Videos should non-violent and age-appropriate. No full-length movies should be viewed.
- Computer activities are age-appropriate and staff-monitored.
- Outdoor play is permitted everyday, weather permitting.
- Staff members interact with children during outdoor play.
- There is a reclining rest time each day.
- Before and after school care is not provided through this program.
- A quiet area is provided for the students
- All caregivers are knowledgeable of developmentally appropriate behavior.
- Discipline techniques are reasonable, appropriate, and understandable to the child.
- Children are not humiliated, frightened, or verbally abused.
- Punishment is not related to food, rest, or toileting.
- Good Behavior is praised and encouraged.
- Daily activities provide for learning, self-expression, and creativity.
- Indoor physical activities are provided.
- Teachers provide daily, written lesson plans.
- Approved personal safety is taught annually.
- Activities provide for the development of language,, gross-motor, fine-motor, social/personal, cognitive, and self-help skills.

0520-12-01-.07

(1) All programs shall be staffed with a director and enough teachers and staff to meet the required adult: child ratios.

(2) Every staff person, including auxiliary staff, substitutes, volunteers, and practicum students, shall be physically, mentally, and emotionally capable of using the appropriate judgment for the care of children, and otherwise performing his/her duties satisfactorily. A person who has a physical, mental, or emotional condition which is in any way potentially harmful to children shall not be present with the children.

(3) Every staff person, both paid and unpaid, who is under the age of twenty-one (21) years must be supervised by an adult while in the presence of children.
Exception: Before and after school programs.

(4) At least one (1) adult available on the premises at all times during program operating hours shall be able to read and write English.

(5) Prior to assuming duties, each new employee shall receive two (2) hours of orientation, and be able to explain the program philosophy, emergency procedures, policies regarding discipline of children, policies regarding the reporting of child abuse, and policies for receiving and dismissing children.

(6) Within the first two (2) weeks on the job, each employee, including directors, teachers, substitutes, volunteers, and practicum students, shall receive annual instruction in:

- (a) Child abuse detection, reporting, and prevention;
- (b) Parent-center communication;
- (c) Disease control and health promotion;
- (d) An overview of certificate of approval requirements;
- (e) Information on risks of infection to female employees of childbearing age;
- (f) Food allergies;
- (g) Supervision during high risk activities such as eating and outdoor play;
- (h) Meal service and safe food preparation policies;
- (i) Shaken baby syndrome;
- (j) Abusive head trauma;
- (k) Safe sleep procedures; and
- (l) Developmentally appropriate practices.

(7) All training shall be documented in the program's records and be available for review by the Department's staff at any time.

(8) The program must maintain written documentation that each employee has read the full set of all applicable rules. In addition, a copy of these rules shall be maintained in an area that is readily accessible to all staff.

(11) All teachers and assistant teachers shall be at least twenty-one (21) years of age if hired after June 30, 2017 and shall meet the following criteria:

(a) Within the first thirty (30) days of employment, teachers and assistant teachers shall complete two (2) clock hours of pre-service orientation training offered or recognized by the Department. Pending completion of the orientation training, the teacher's employment status with the program is conditional. Up to two (2) hours of training credit may be earned for Child and Adult Care Food Program (CACFP) training or USDA Free and Reduced Price Meal Program training.

(b) In the 2018-19 school year and beyond, teachers and assistant teachers shall complete at least thirty (30) hours of professional development.

(c) At least six (6) hours of the required professional development shall be obtained outside of the program. At least six (6) hours of the professional development shall be in developmentally appropriate literacy practices.

(d) Teachers shall be evaluated for knowledge and understanding of growth and development patterns of children and understanding of appropriate activities for children as well as those with special needs. The Tennessee Frameworks for Evaluation process for licensed, pre-kindergarten (certified in early childhood education) shall be accepted as the performance evaluation requirement of this subsection.

(12) Substitute teachers shall meet the following criteria:

(a) Substitutes shall comply with the same orientation requirements defined by these rules for all program staff.

(b) Substitutes who have acted as teachers for two hundred (200) or more hours in the previous calendar year shall meet the training requirements contained in the rules for teachers.

(c) Auxiliary staff may be used as emergency substitutes if their qualifications permit, but not while performing auxiliary duties.

(d) Substitutes shall meet the criminal background check requirements and the same requirements as regular staff for the physical examination required by this Chapter.