

# Welcome To Fair Garden Early Learning Center



## Student & Parent Handbook 2021-2022

Thank you for being an actively engaged part of your child's educational adventure. Parents, you are your child's first and best teacher. We appreciate you for allowing our school family to assist your child with growing academically, behaviorally, socially, and emotionally. Together we can make a difference. We are lighting a path for GREATNESS at Fair Garden ☺

# Fair Garden Family Community Center

400 Fern Street, Knoxville, TN 37914

Phone (865) 594-1320 • Fax (865) 594-1155

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Dear Families,

We are excited that you are a part of our Fair Garden Family this year. We are looking forward to working alongside you as we build our School Family. Our School Family consists of all the stakeholders with invested interests in the success of our students. With a heavy emphasis on safety, our School Family will help reinforce **Safe Actions For Everyone**. As adults, it is our responsibility to be safe keepers for each of our students. We will be safe with our words and safe with our actions. We encourage you to be heavily involved in your child's educational journey as they develop their social, emotional, behavioral, and academic skills.

This Parent Handbook contains information about the operations of our school, state guidelines, along with our school's expectations. We encourage you to read this handbook in its entirety. You can also view our handbook on our website at [knoxschools.org/fairgarden](http://knoxschools.org/fairgarden).

If you have any questions, concerns, ideas, suggestions for improvement, and/or words of encouragement, please contact our school office at 865-594-1320 (ask to speak to me) or e-mail me at [tara.howellspikes@knoxschools.org](mailto:tara.howellspikes@knoxschools.org). *Please sign the last page of this handbook, which is verification that you have read the contents and return it to school.* This signature page will be filed with your child's cumulative records because it is a requirement by the state. We look forward to working alongside you this year in a partnership. Only together can we make a difference in the lives of each and every student at Fair Garden. At Fair Garden, we are lighting a path for GREATNESS.

Sincerely,

Tara Spikes  
Principal

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## ABOUT US

Fair Garden Elementary School, a Knoxville City School, was built in 1916 to serve children in grades K-8 in the East Knoxville Burlington Community. In its later years, Fair Garden became a K-5 school and continued as an elementary school. In 1987, Knoxville City and Knox County Schools Systems merged to become a single school district. It is now known as the Knox County School System. With this merging, many changes followed, including the closing of Fair Garden Elementary School in 1990.

The building sat idle for a year before a Chapter 1 Visionary Committee was formed to help determine how best to utilize the facility. The group, composed of business and community leaders, parents, and educators, decided to develop a Family Community Resource Center. It was to be a "one stop shopping center" to meet the needs of the community. Renovations were made in 1993 to bring the building into compliance with ADA standards and Department of Health Services licensing requirements. Fair Garden is presently licensed through the Tennessee Department of Education. Fair Garden Family and Community Service Center facility, a Title 1 Program, located at 400 Fern Street in East Knoxville, was designed to broaden the scope of services to accommodate the total family.

The program offers educational and supportive services for Title 1 eligible preschoolers, ages three through five. Parents, senior citizens, and the community are vital to the school's mission to SERVE CHILDREN, EMPOWER PARENTS, STRENGTHEN FAMILIES, and SUPPORT COMMUNITIES.

Fair Garden currently has seven general education classrooms and one developmental Pre-K classroom that is also blended. There are seven Pre-K general education teachers, one special education teacher, one curriculum coach, ten education assistants, a school nurse, a social worker, two food service workers, two custodians, and one secretary/bookkeeper. Additionally, Knox County Schools provides the ancillary services of a psychologist, speech teacher and occupational/physical therapist. Hearing and vision screenings are conducted annually.

Our instructional day begins at 7:45 a.m. and concludes at 1:15 pm. This 2021-2022 school year our doors will open at 7:10 a.m., some students will proceed to their classes, and others will go to breakfast with their teachers. Breakfast is served on a staggered schedule from 7:10-7:45 a.m. where each class has an **assigned time** to eat in the cafeteria. Lunch is served between 10:00 a.m.-11:55 a.m. The dismissal window is from 1:15 - 1:30 p.m. Please pick your child up, during this allotted time. Extended care is outsourced to SHADES of Development per an application process. If you are interested, contact the director. They are open until 6:00 pm.

This is the third year Fair Garden Preschool is implementing the Connect 4 Learning

Curriculum. This curriculum provides four domains of learning for our students: Math, Science, Literacy, and Social Emotional Development. We are implementing **Heggerty Phonemic Awareness** and the **Let's Play Learn** curriculum this year.

## MISSION STATEMENT

Our Mission is to...

- Serve Children
- Empower Parents
- Strengthen Families
- Support Communities

## VISION STATEMENT

The staff of Fair Garden Early Learning Center strives to serve our children by meeting their physical, social, and emotional needs and empowering the parents of our students to do the same so that our children become productive citizens in our community.

## OUR BELIEFS

- All children can learn.
- We will provide our students with a culturally responsive classroom.
- Preschool students learn through play, conversations, and interactions
- Parents are their child's first teachers.
- Positive self-esteem is critical to success.
- Parents and teachers working together are important elements in promoting student success.
- Professional development is for everyone who affects student learning.
- The community is vital to our school's success.

## ARRIVAL, DISMISSAL AND EMERGENCY CARDS PROCEDURES

Each morning starting at 7:10 a.m., parents will arrive in the parking lot to sign their child/ children into school for the day. Staff will then escort their child/children to their designated area (hallway area, cafeteria, or classroom) depending on the schedule. **At 7:35-7:45- the arrival traffic will go to 1 lane of traffic.** If it is after 7:45 a.m., parents will sign in at the

front desk and a staff member will escort that child/children to their classroom.

**Dismissal** is at 1:15 p.m. daily. Parents/guardians will be issued 2 car decal tags with their child's first initial last name on it to be displayed on their rear-view mirror, when picking your child up daily. These decals will serve as our afternoon sign-out procedure from Fair Garden for the 2021-2022 school year. Please make sure that whoever picks your child up has the decal.

Please do not come to the office at 1:00 for dismissal. Please wait in the car rider line. If you need to pick up your child before the dismissal time, you must come to the office and present your license. Try to avoid scheduling appointments for your child during school hours as much as possible. **We want each of our students to have every opportunity to learn as much as possible, each day.** This means they have to be present at school.

For security reasons, any time a student changes his/her regular way of leaving school, **a written note from the parent or guardian is required.** We are sorry that we cannot accept phone calls for this purpose, as we cannot identify callers over the phone. Thank you for assisting us with keeping your child safe.

Individuals not listed on your child's emergency card will not be permitted to pick up your child, during dismissal. It must be in writing or directly communicated (face-to-face) to the teacher and/or office staff, whenever your child is going home with an individual other than his/her parent or guardian.

The emergency/enrollment sheets are kept on file in the office and in the classroom. These forms are our links to parents or guardians in the event of an emergency. It is vital that we always have correct phone numbers for parents, both at home and at work. Phone numbers of neighbors or friends are also important, if we are unable to reach you. **Please help us by providing several contact numbers and keeping numbers up-to-date all year long.** We regard all phone numbers and addresses as confidential and do not give out this information. For security purposes, we ask that any changes to the emergency cards/enrollment sheets be presented in writing. Any person who is not listed on the emergency card may not check out students. **Photo identification must be presented before students can be checked out.**

### ARRIVAL (LATE) - TARDY POLICY

School begins promptly at 7:45 a.m. Any student arriving to school after 7:45 is considered tardy. Parents must accompany their child to the office and sign him/her in after this time. If it is after 7:45 a.m., parents must ensure his/her child has eaten breakfast. Tardies will be heavily monitored with the same time line and procedures as our absences. Thank you in advance for being on time everyday so your child can have breakfast at school and have every learning opportunity possible.

Productive daily routines will help tremendously with diminishing tardies and absences. **Parents of students consistently tardy may be asked to attend a meeting with the principal and/or social worker to learn skills that best support their daily routines.** Parents' attendance is mandatory for their child's continuation in the Fair Garden Early Learning Center Title 1 Program. We want the best for our families so thank you in advance for your attention to time management.

### ATTENDANCE POLICY

We are aiming for our school to have a high attendance rate of 95% or above, which is an expectant attendance rate for every school in the state of Tennessee. Chronic absenteeism is when a student's absences exceed 18 in one school year (counting excused and unexcused absences). When students are absent from school, they miss valuable instructional time, which can hinder their learning process and academic growth. A student's absence will be excused for the following reasons:

1. Personal Illness
2. Death in the family
3. Recognized religious holiday
4. Verifiable family emergency

A written excuse for any of the above conditions is a requirement and must be provided to the teacher on the first day back to school. If the written excuse is not received within 5 days of the student's return, the absence will be reported as unexcused. **A maximum of 10 parent notes are allowed each year for absences without medical documentation.**

The school's social worker, along with the classroom teachers, will monitor student attendance and tardies so all students have access to a high-quality education. We will make phone calls when students have 5 unexcused absences. Parents will receive a phone call from the classroom teacher to discuss the 5 unexcused absences. Parents will then receive a follow-up call

from our school's social worker, Mrs. Deanna Gnage. If absences continue, parents will receive a letter from the district, and a phone call from Mrs. Gnage to schedule a school support team meeting with the parent, social worker, and principal. At the meeting, the discussion will center on the child's placement status at Fair Garden. We will also discuss your plan to improve your child's attendance. Students with excessive absences will be dismissed from our school (18 or more absences WITHOUT proper documentation). "80% of success is showing up. Attend today and achieve tomorrow." **Daily attendance is expected at Fair Garden. Being on time every day is expected at Fair Garden.**

### **BEHAVIOR EXPECTATIONS AND BULLYING**

With the implementation of Cultural Responsiveness and PBIS (Preventive Behavior Intervention Support) we have established school-wide expectations for each student, staff member, and parents to follow throughout the school year. These expectations will be met by teaching students step-by-step routines in the following areas: Classroom, Cafeteria, Hallway, Playground, and Gym/Gross Motor Room. These routines and behavior expectations will be taught heavily during the first month of school. Each teacher should send home what their classroom rules and expectations are, what positive individual, and class reward system they will be using to promote a positive classroom culture, and how you can reinforce what they are teaching at home. **The school-wide classroom rules are as follows: 1. Looking eyes, 2. Listening ears, 3. Quiet mouth, 4. Helping hands, and 5. Walking feet.**

We expect students, teachers, parents, and staff to display safe and respectful actions. We expect everyone visiting our school to abide by the **Knox County Civility Code (B-230)**. At Fair Garden, we are safe with our words (refrain from using foul language, hurtful words, sarcasm, name calling, etc.) and safe with our actions (respectful towards others, respectful of our school, others' properties, and refraining from physical activities that cause bodily injuries to self and others, etc.).

Parents of a student displaying behaviors that endangers others and/or himself/ herself will be called immediately to help either coach the child through his/her problems or sent home for the remainder of the day, if the behavior doesn't subside. Thank you for assisting us with making sure your child has safe hands and a safe body each and every day at school.

Students consistently displaying disruptive behaviors that may endanger himself/herself or others must have their parent accompany him/her on field trips. This is to ensure the child's safety, while away from school.

Parents of students displaying constant unsafe or disruptive behaviors (Ex: Behaviors endangering themselves and/or others or causing others not to be able to learn) must attend a student support meeting led by the staff and administration to learn ways to best support the child. At the meeting, please provide suggestions of things that you might do at home that works that could benefit the staff in the classroom. Parents' attendance is **mandatory** for their child's continuation in the program. Please remember, we are a team and we want every student to be successful in all areas. Thank you in advance for helping us keep everyone safe. Safe behavior is expected at Fair Garden every day.

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber- bullying. Parents of students displaying bullying-like behaviors will be contacted to attend a family conference to discuss the child's behavior and create a plan to address those behaviors.

#### **CELEBRATIONS - PARTIES**

According to Knox County Schools Policy, classrooms are allowed two parties a year. At other times students may have small celebrations to recognize special accomplishments. When planning parties, teachers refer to the Coordinated School Health guidelines to plan menus. Acceptable food items include: crackers, fruit, fruit snacks, yogurt, cereal bars, cereal, popcorn, vegetables, etc. A complete list of acceptable food items is available on our school's web page or you may talk to your child's teacher.

#### **CELEBRATIONS - BIRTHDAYS**

Birthdays are a very special time in the lives of children. We enjoy recognizing children on their birthdays. Federal Nutrition Guidelines prohibit cupcakes, cookies and other items that do not meet nutritional standards from being distributed at school as a birthday treat. Pre-packaged nutritional items are allowed for such celebration, but must be distributed at the classroom teachers' discretion. Children or parents may not distribute invitations to birthday parties or non-school related special events at school, unless the entire class is invited.

## CELEBRATIONS – DELIVERIES

We apologize that we are unable to allow deliveries of flowers, balloons, or similar items at school for students. These items cause distractions in the classrooms, and the transporting of such items home often pose a safety issue. Please find another way to recognize your child on special days.

## CELL PHONES

The state of Tennessee passed a law in January 2018 to make it illegal for drivers to talk on cell phones while driving in school zones. The usage of cell phones can also be a distraction when helping your child transition from being at home to coming to school. It's important that your child have your full attention, which will greatly aid the outcome of the rest of their day. We ask that you adhere to our school policy by refraining to talk on the phone as you interact with your child and the staff at Fair Garden. Students are not permitted to use cell phones at school. It is best to leave cell phones at home.

## CHILD ABUSE REPORTING

Everyone in Tennessee is a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected, must under the law, immediately report to the Tennessee Department of Children's Services or to local law enforcement. Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine, or both. **Please do not ask Fair Garden who made a report because by law everyone in TN is required to report any concerns pertaining to a child's well-being and safety.** Those who report and "act in good faith" are immune from any civil or criminal charges that may result. The reporter has the right to remain confidential and anonymous. To make a report, call 1-877-237-0004. We are about keeping all children safe. Thank you for letting your light shine for good and keeping kids safe.

## COMMUNICATION

Teachers communicate daily and weekly through Dojo (electronic communication), newsletters/announcements and phone calls. **It is important to read the information daily, so you are informed and are able to plan accordingly** for the best interest of your child. We encourage you to contact your child's classroom teacher directly by email or phone if you have any questions or concerns. Dojo, is also another resource we will use this year at Fair Garden. We have a web page: <https://www.knoxschools.org/fairgarden>

that is continuously updated with current school information, an electronic school messenger system where you will receive messages, Twitter (@fair\_garden)- where we will share and highlight positive happenings that occur with students, staff, etc. ClassDojo, will be our PRIMARY school-wide communication platform. It will be used to share important events, dates, and pictures. Please join our school's Twitter page at @fair\_garden) and accept the invite on Class Dojo, when it is sent by your child's teacher.

#### **COMMUNICATION WITH CLASS DOJO & SCHOOL MESSENGER SYSTEM**

An automated telephone system helps us send you information and reminders electronically in a timely manner. This system will also notify you of school closings and other pertinent information. We will use Dojo for this same reason too. Class Dojo will be our primary source of communication. **Please keep your telephone numbers and email addresses that are on record updated. Parents and employees must "opt in"/give permission to receive automated communications on their mobile device for school-wide activities.** This communication system is another way to keep you engaged and informed. Thank you for signing and returning your form promptly to your child's teacher.

#### **DRESS CODE**

**The school administrator reserves the right to determine whether a student's attire is acceptable.** The principal may allow exceptions for school-wide programs or special classroom activities. Students should keep an extra pair of clothes (top, bottom, two pairs of underwear, socks and shoes) at school at all times in case their clothes become soiled or unable to wear. Footwear is required and must be safe and appropriate for indoor and outdoor activities. Please do not send your child to school in flip flops for safety purposes. **For safety, students will not be allowed on the gym floor or playgrounds without the appropriate shoes, which are, tennis shoes.** Students may wear other shoes on special occasions such as WinterFest, but they should bring a pair of tennis shoes to wear after the event. If your child wears other footwear such as boots or ballet slippers, please make sure they have tennis shoes to change into for physical activities. You may call the school office, if you are unable to afford appropriate clothing or footwear for your child. We have many community organizations that can help. We have clothing coupons.

## **FOOD ALLERGIES/SNACKS**

If your child has allergies to particular foods, please let your child's teacher, the office staff, and the school nurse know so we can work with you to provide an alternative food item for lunch, snacks, classroom parties or any other school activities. We would need to get a form completed for alternative food (Dietary Accommodation Form). It is also important that you provide the necessary medical forms from your child's doctor explaining your child's allergies, if medication may be needed at school. We are working to create a safe environment. Please no sharing of food. We are recommending that homemade snacks such as cookies, cakes, etc. to not be brought from home to give to students in your child's class because of allergies. You may of course send these items for your own child to eat at lunch.

## **FOOD - BREAKFAST AND LUNCH PROGRAM**

All students in 52 Knox County schools will benefit from breakfast and lunch free through the Community Eligibility Provision (CEP), a nationwide program funded by the U.S. Department of Agriculture (USDA). Fair Garden is one of those chosen schools.

Through the CEP program, all students enrolled at the qualifying schools receive meals free of charge each day, regardless of the students' economic status. The USDA determines the criteria to assess schools that qualify. The program does not require funding from the Knox County Schools.

## **FOOD - BREAKFAST AND LUNCH PROGRAM (Cont.)**

In addition to providing the benefit of free meals, the Community Eligibility Provision also reduces paperwork for schools and families. Parents are not required to complete applications, and schools no longer must certify student eligibility for free or reduced lunch.

If parents or any other adults choose to eat meals at school, they must pay the price of the meals. Below are the prices:

### **Breakfast:**

Adult (Visitor)      \$2.25

### **Lunch:**

Adult (Visitor)      \$3.75

Milk                      .50¢

Children may bring lunches from home, but please do not send sodas. Parents are welcome to eat lunch at school with their children in a specified area,

when we aren't in a pandemic and schools are open to parents and visitors.

### ILLEGAL ITEMS

Students may not have in his/her possession at school such items as: medicine of any type, tobacco, matches, lighters, knives, guns or any other item judged capable of inflicting harm to themselves or others, or causing property damage. Any illegal items will be viewed by our School Officer, in which parents will be contacted. Any type of weapons found will not be returned. Offenders are subject to suspension. CD players, electronic games, radios, toys, trading cards, or games of any kind are not to be brought to school except with written teacher's permission on special days.

### MEDICATION

As a general policy, medicines including over the counter products are not administered to children at school. However, in special circumstances, parents can obtain a **Physician's Form for Administration of Medication** from the school nurse. Once completed by the physician's office, the form should be returned to the school nurse and arrangements will be made to administer the indicated medication, according to the doctor's recommendations. **The school nurse is available 8:00-1:30 daily.** Knox County policies also states that once the office has the appropriate physician forms, medication must be unopened when presented to the school. If the package, box, etc. is opened, we cannot administer the medicine for the safety of the students, all medication must be delivered or picked up by a parent or guardian.

### NO SMOKING

Smoking is not permitted anywhere on our school campus, including the outer grounds. This is a Knox County Schools district policy.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are encouraged to keep parents informed of their child's progress. Your child's teacher will send information concerning your conference time. **There should be a conference in the fall and spring to discuss your child's performance levels (academic and behavioral).** You may also schedule appointments at other times during the year to discuss your child's progress. You may e-mail, Dojo message, or call teachers directly to schedule appointments.

Please be mindful to contact your child's teacher via Dojo, phone, text, or email, before arriving unannounced for an extended conversation. Please

assist us with keeping your child's information confidential, by not wanting to participate in unexpected visits wanting an extended conversation with your child's teacher during arrival times and dismissal times about students. Please respect the importance of uninterrupted instructional class time. Please do not "drop in" at school to have impromptu conversations with teachers. We want to make sure that you and your child's teacher discuss matters with fewer interruptions to best address any concerns in a detailed manner. Therefore, conferences with teachers should be made with a scheduled appointment so we can continue to make the best plan for all students.

If you have an emergency and you cannot wait for the teacher to call you back, or if your phone call is not returned within 24 hours, you may call the school office and ask to talk with the principal, Mrs. Spikes.

### **PARKING**

Please park in the parking spaces provided in the gated parking lot, if you need to park. Please refrain from parking along the curb, as that should be opened for school buses, emergency vehicles, etc. There is no parking allowed directly in front of the building on the Fern Street side as it may interrupt traffic and block the sidewalk. There are signs posted requesting no parking. For those entering the front of the building on Fern Street, you can park across the street and use the crosswalk to walk towards the front entrance of the building.

### **SCHOOL CLOSING**

The Superintendent makes the decision to close school because of inclement weather, illness, disaster, etc. Local television and radio stations will broadcast school closings or early dismissal just as soon as the decisions are made at the Central Office. Please listen to the news media for information concerning school closings. Updated school closing information is also posted on the Knox County Schools' Website, <http://knoxschools.org>. In previous years, inclement winter weather has necessitated the early dismissal of all students in Knox County Schools. At Fair Garden, we will also post this information on our school's Dojo page and Twitter. Please make sure you join ClassDojo and keep your cellular phone number and email up-to-date.

Daycare buses may or may not run, if school is dismissed early. Check with your child's daycare about the site's early dismissal policy, due to school closings. Please make sure your child's teacher is fully aware of how your

child gets home on early dismissal days.

### **SCHOOL HOURS**

School office hours are from 7:10 am until 3:00 pm Monday through Friday. **If you need to speak to someone, please call after 7:45 because everyone is assisting with arrival of our students.** The day begins at 7:45 a.m. and ends at 1:15 p.m. for all students. Children may begin arriving at 7:10 a.m., as supervision will be provided at this time. Thank you in advance for having your child at school on time each day.

### **TITLE I FUNDING**

Fair Garden is a Title I School. Fair Garden is totally funded by federal dollars. The funds allow us to provide support services that promote academic excellence for all learners. We will continue to use Title I funds to increase professional development opportunities for teachers, increase opportunities for parent involvement, and purchase programs and equipment to maintain and support each student's educational growth.

### **TRANSFERS**

When transferring from Fair Garden to another school, you should notify the school office prior to your child's last day in school (**speak with the secretary**). This will enable the school to complete the proper paperwork necessary to transfer the student's information to his/her new school.

### **UNSAFE SCHOOL CHOICE POLICY**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public-school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

### **VIDEO POLICY**

Teachers will show educational videos to supplement the skills they are teaching. If the video isn't a part of the Knox County curriculum, your child's teacher will provide a list of videos that may be shown during the school year. Please ask your child's teacher, if you have questions.

## MEDIA RELEASE PERMISSION

Please make sure you sign and return the **Student Media Release** form for your child to have permission to be photographed, videoed, etc. We want to share all the wonderful things our students are doing at Fair Garden on social media and we want your child to be included. Your child will be excluded without this completed form.

## VISITORS AND VOLUNTEERS

We can welcome parents and volunteers to assist at our school. We appreciate your desire to help at Fair Garden. For the safety of our students, all visitors must sign in near the front office at the school officer's desk upon arrival. You will have an electronic visitor's badge printed this indicates to our staff and students that you have approval to be in the building. In addition, we ask that you carry photo identification with you at all times. **Please remember to contact your child's teacher to schedule times to volunteer in the classroom or to assist in the way that is needed.** This will also give the teacher time to plan and give you clear expectations on what to do as you help with the students. **You can also ask your child's teacher, how you can volunteer from home.** Whenever field trips are permitted by the district, if you would like to volunteer as a chaperone for school field trips, you must complete a background check. Please give your child's teacher your name and email address and we will send you a link to complete the necessary information for a background check. You must complete the information on a computer and not on a hand-held device.

## STAY ALERT

A safe learning environment is a priority at Fair Garden and it takes a village to keep it that way. As a reminder per Knox County School Board Policy, if drugs or intoxication are a concern, we cannot release students to you. We will work with both our SRO and local law enforcement to request an additional individual from your list of approved contacts to pick up your child. Please be sure to share this with any persons who may be picking up your child. Thanks for partnering with us to ensure the very best learning environment for each of our children. Thank you for helping us with safety at Fair Garden. It takes a village to raise our children and we are thrilled you are partnering with us to be a part of your child's village.

Thank you,

Tara Spikes, Principal, & Your Fair Garden Staff





## **Standards for School-administered Child Care, Chapter 0520-12-01 SUMMARY**

### **Program Organization and Administration, 0520-12-01-.05**

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the legal guardian. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

**Program Operation (Supervision), 0520-12-01-.06**

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult: child ratios and group sizes must be followed.

Single-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant (6wks-12 m)	8	1:4
Toddler (11m-23m)	12	1:6
Two (2) years old	14	1:7
Three (3) years old	18	1:9
Four (4) years old	20	1:13
VPK, 619, PDG	20	1:10

Multi-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant – 18 months	8	1:4
18 – 36 months	16	1:8
3 – 4 years old only	20	1:10
3 – 6 years old*	24	1:13

\*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips requires adult:child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

**Staff, 0520-12-01-.07**

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers and assistant teachers must be 21 years of age.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have 30 hours of professional development training. At

least 6 hours of this professional development must be in developmentally appropriate literacy practices.

**Program, 0520-12-01-.09**

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snack, meals, and res shall occur at approximately the same time each day.

**Health and Safety, 0520-12-01-.10**

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
  - Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
  - No swaddling or wrapping in a blanket.
  - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
  - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.

- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

#### **Food, 0520-12-01-.11**

- Children will receive meals based on the amount of hours spent in the program.
- Food should be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

#### **Physical Facilities, 0520-12-01-.12**

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

#### **Transportation, 0520-12-01-.13**

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.

- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

**Care of Children with Special Needs, 0520-12-01-.14**

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

**School-Age Before and after School Programs 0520-12-01-.15**

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program

<b>AGE</b>	<b>Group Size</b>	<b>Adult: Child Ratio</b>
Including 3 year olds	15	1:10
Including 4 year olds	20	1:12

**COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261  
(NASHVILLE AREA) 615-313-4820**

## Fair Garden Early Learning Center

400 Fern Street

Knoxville, Tennessee 37914

Phone: (865) 594-1320 Fax (865) 594-1155

**Tara Spikes, Principal**



### Fair Garden Parent Handbook and Important Documentation Confirmation

Date: \_\_\_\_\_

Please sign and return this paper to Fair Garden. I have read the Fair Garden Handbook and the below important documents. I have signed and returned the following important items to Fair Garden, as per the requirement by the Office Of Early Learning and Literacy Office Of School- Based Support Services.

1. \_\_\_\_\_ Fair Garden's Policies and Procedures (Parent Handbook)
2. \_\_\_\_\_ Abuse Information (Parent Handbook)
3. \_\_\_\_\_ Personal Safety Curriculum
4. \_\_\_\_\_ Department Of Education Summary (Parent Handbook)
5. \_\_\_\_\_ Medical Release Form

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

**Please return this page to Fair Garden to your child's teacher to be filed in your child's cumulative record for the state. Thank you.☺**