



2019 - 2020

ASSISTANT SUPERINTENDENT FOR HR AND ESP

RALPH RINGSTAFF  
[RALPH.RINGSTAFF@CITYSCHOOLS.NET](mailto:RALPH.RINGSTAFF@CITYSCHOOLS.NET)

PROGRAM DIRECTOR:

JACLYN CASEY  
[JACLYN.CASEY@CITYSCHOOLS.NET](mailto:JACLYN.CASEY@CITYSCHOOLS.NET)

*1303 Jones Boulevard Murfreesboro Tennessee 37127*

## **A Message to Parents**

Dear Parents,

Welcome to the ESP Little Sprouts Early Learning Program! We are very excited at the opportunity to love and nurture your child during this very magical time of learning and development. We will provide care for Murfreesboro City Schools employees children ages 6 weeks to 5 years old. Our center will be fully licensed by the TN State Department of Education. We will provide a variety of early learning activities and experiences that are developmentally appropriate and aligned with the TN-ELDS.

Our commitment to you:

- Love and nurture your whole child: mind, body, and spirit.
- Provide consistent, nurturing care to every child
- Provide engaging developmentally appropriate learning opportunities
- Communicate with you about your child's life at school from feedings, potty/diapering, to their daily activities

Thank you for sharing this special time with us! We take this privilege very seriously.

Sincerely,

The Little Sprouts Early Learning Program Staff

### **Vision Statement**

With love and kindness, we will promote a passion for lifelong learning, encourage Personal and Communal responsibility, and teach developmentally appropriate skills for each child by capturing intentional and accidental moments.

### **Mission Statement**

With intentional planning in our classroom activities and environment, we will...

- Promote a passion for lifelong learning by providing opportunity for problem solving and critical thinking skills through scaffolded exploration and discovery based play
- Encourage personal and communal responsibility by establishing expectations through instruction, routine, modeling, and positive reinforcement that demonstrates responsibility for self, the classroom, and the community.
- Teach developmentally appropriate skills by utilizing state and national standards to drive differentiated instruction that ensures students' cognitive, developmental and social growth.

**Murfreesboro City Schools**  
**ESP Sprouts Early Learning Program**  
**2019-2020 Rates**  
**Tuition and Fees**

All rates and fees will be automatically applied.

Annual Registration (per Child)	\$50
Annual Materials fees (per child)	\$50
<b>Murfreesboro City Schools Employees</b>	
Infant Classroom - Young Two's Classroom	\$190/Week
Older Twos/Threes - Pre-k Classroom	\$180/Week
Sibling Discount	\$25
Part Time (only as enrollment allows)	\$40/Day
<b>All other Families</b>	
Infant Classroom - Young Two's Classroom	\$200 /Week
Older Twos/Threes - Pre-k Classroom	\$190/Week
Sibling Discount	\$25
Part Time (only as enrollment allows)	\$45/Day

**Additional Information**

- Full time children get preference over part-time children.
- Part Time children will only be accepted if there is space available after meeting the needs of full time requests. Part Time will be only be offered on a year to year basis.
- Part-time children will only be accepted if another family is available to share the other days of the week. For example: Mary Jones attends M/W/Th; and Sara Smith attends T/F. (An exception would be in the event that there is not a waiting list for full-time.)
- All tuition will be billed weekly and families will be required to keep a credit/debit card on file. All cards will be charged on Monday if there is a balance. This will allow for families to pay manually for multiple weeks in advance or have their card automatically charged each week. All billing is completed through our online portal EZChildtrack.
- Tuition is due regardless of student attendance, snow/weather days, holidays, or other scheduled or unscheduled days off excluding fall, winter, and spring breaks.
- There will be no tuition charged for fall, winter, and spring breaks.
- **Maternity Leave- ONLY for MCS Employees**
  - We recognize that as families grow and change, so do their care needs. If you have a child currently enrolled in our center, and you would like for them to stay home while you are out on maternity leave, we will hold their spot for up to 8 weeks without charging tuition.

- If a parent takes longer than 8 weeks and wants to hold their child's spot, you will be responsible for weekly tuition.
- If you would like to continue to send them while you are at home, you will be responsible for the weekly tuition during this time.
- Once a child who has been out with their parents for maternity leave and they return prior to the 8 weeks leave being over, tuition will be due each week from that point forward.

### **Late Pick-up**

- \$1.00 for every minute after 5:30 PM until 6:00 PM
- \$2.00 per minute after 6:00 PM. For example, if a child is picked up at 6:15 PM, the late fee will be \$60. (\$30 for 5:30 to 6:00 p.m.; and \$30 for 6:00-6:15)
- Late fees are in addition to the normal weekly tuition and will also be payroll deducted.

**If a parent is going to remove a child from care, the parent must give a full two (2) weeks notice or otherwise be charged tuition for one (1) week after the child leaves the program.**

### **HOURS OF OPERATION**

The ESP Sprouts Early Learning Program will operate on the Murfreesboro City Schools Teacher Calendar, with hours of operation from 6:30AM – 5:30 PM each day. Parents **will be assessed fees** as outlined above for late arrivals. **Please be mindful that we do close at 5:30pm.**

### **Inclement Weather**

If school is dismissed due to impending inclement weather, the center will close **one hour after the last school in the district closes**. Please pick up your child as soon after closing as possible so that the staff can also get home safely!

In the event we are expecting severe weather such as tornadoes, we will closely monitor the weather along with the administration at the school. We will follow what established guidelines for the safety of all students and children. In the event that we have to go to our safe place, please know the staff will do their best to take care of your children to keep them in a safe and calm environment. Please refrain from calling your child's teacher or the director. We will send out an email or call as soon as we are able to do so.

### **ABSENCE AND VACATION**

We will not prorate for any absence. When you enroll, you are reserving a space for your child whether they attend or not. Part time children are still responsible for the days that they commit to as well; and will be charged for those days regardless of illness or other absence. No one is accepted on a drop-in basis. Once you are accepted into the program, you are responsible for your weekly rate regardless, if your child is present or not.

## **PRIORITY ENROLLMENT**

While this program was created to serve the Murfreesboro School Employees first and foremost, there may be times that we will need to extend enrollment opportunities to other members of our community to ensure the overall success of the program.

We will always give priority to MCS Employee Children, however, we will not disenroll a non employee child to make a spot for an employee's child. Employee relatives include grandchildren, nieces, nephews, step grandchildren, step nieces, and step nephews.

In order to officially be on our classroom enrollment rosters, you must fill out the online registration.

Priority goes as follows:

- 1. Murfreesboro City Schools Employee Children**
- 2. Murfreesboro City School Employee Relatives**
- 3. Murfreesboro City Government Employee Children**
- 4. Rutherford County Employee Children**

## **GROUPING**

### **Little Sprouts Building**

Infants 6 Weeks -12 Months

Toddlers 1-2 Years Old  
12-18/24 Months

### **MN Primary Building**

Young Twos 1.5-2.5 Years Old  
18-30 Months

Older  
Twos/Threes 2.5-3 Years Old

Preschool 4-5 Years Old

Children 6 weeks-36 months will be assigned based on developmental needs. **Any child entering the 4-5 year old classroom must be potty trained.**

## **VISITING YOUR CHILD**

You are welcome and encouraged to visit your child during the day! We just have a few requests:

1. Please do not visit during nap time to ensure that all children have the opportunity for a quiet nap time.
2. If your child is going through a period of separation anxiety, we ask you to evaluate the importance of your visit to assist in your child having a successful day.
3. If you are visiting a child in Toddler or Preschool rooms, please sign in at the front office if you are not a Mitchell Neilson employee.

## **PARENT INVOLVEMENT**

Families are a vital part of this program. We will communicate with you daily and weekly via daily reports and emails/newsletters. We cannot have a successful program without you. We communicate with you daily regarding your child through their daily sheets. They will include information regarding what they ate, slept, potty/diapers, behavior, and hopefully what they have learned that day. We will send out a weekly newsletter to keep you up to date on what we are focusing on in our curriculum and what is going on in the program. We will also be sending home the “work” that your child does at the end of each week. Parents please keep us informed of changes occurring in your child’s life. Our doors are always opened and the more we communicate with each other, the better we can care for your child. The more we know about your child the better we will be able to meet their needs.

## **TIME FOR SHARING**

We are so glad that your child would like to share their special toy with their friends, but it is best if toys from home are left at home. Each class will have a designated time for show and tell in which special toys from home can be brought to school. Please do not send anything that is of monetary or sentimental value. Please do not allow your child to bring toy guns, fighting men figures or cards such as Pokemon, etc to school. Please do not allow your child to take any of the toys that belong to Little Sprouts along for the ride home.

## **ARRIVAL AND DEPARTURE**

### **Arrival**

Children must be brought in by you (or a person you have authorized). ***They must be signed in and out each day at the sign in/out portal each day in your child's classroom.*** Be sure that whoever brings your child (or picks up) has the sign out codes for your family. ***2-5 year olds*** will arrive and leave through their classroom’s exterior door at the Mitchell Neilson Primary Building. ***Infants and Toddlers*** will be located in the Little Sprouts Building across the street from the Mitchell Neilson Primary. You will enter on the side of your child’s classroom.

At arrival, please share any pertinent details regarding your child for the day. The tadpoles App is available for you to fill out any instructions and/or changes that may be different than a normal day. This can include things such as someone else is picking up that afternoon, they didn’t sleep well the night before, or if you want us to be aware of potty challenges. ***If you are bringing breakfast for your child to eat, please do not leave your child eating at a table unsupervised.*** Any child arriving after 8:30, must have had already had breakfast prior to arriving and be ready to join in on the day’s scheduled activities.

### **Departure**

Your child will be released only to you or those that you have designated as authorized to pick up. If any of your authorized names change, you must make us aware of these changes in writing. If the caregiver has never met the person who is picking up your child, that person will be asked to show their photo identification. All authorized persons must be at least 16 years old. Also, make sure that the authorized person has your family’s codes for the portal sign out. At the end of the day, the caregiver will share information with the parent about the child's day. Parents will receive a written note for infants, toddlers, and two’s.

In the event that a parent or other authorized person arrives to pick up a child and he or she appears to be under the influence of drugs or alcohol, Murfreesboro City Police Department will be called. A ride home or other appropriate assistance will be offered in order to ensure the safety of the child

## **DAILY SCHEDULE**

The daily schedule for the children is a guide. The schedule is a framework for planning and organizing the daily routine and experiences for children and may be different based on the age of the child. Infants follow their own biological needs. They are fed, changed and nap when they need it. Toddlers and Twos are changed/taken to the toilet before transitions in the day and as needed. As children grow older and their needs change, adjustments are made to the schedule. The daily schedule is posted in each classroom.

## **INFORMATION UPDATES**

**Please inform the center as soon as you have changes in your address or telephone numbers. It is imperative that you let us know if you have a change in any of the information for your emergency contacts.**

If there are changes to your child's routine or any situations that may make your child worried or upset, please let their teacher know so that they will have a complete picture of what is going on in the life of the child.

## **CUSTODIAL DOCUMENTS**

Foster parent and adults with guardian status of children attending the Center must provide copies of the following legal documents as applicable:

- Temporary Custody order
- Restraining orders
- Termination of Parental rights
- Divorce decrees
- Statements of guardianship

## **SAFETY**

### **Accident/Incident Reports**

An **accident report** will be completed for any child who has a center related injury requiring first aid. Parents will sign a copy of the report on the day of the accident. Families and/or emergency personnel will be contacted immediately, if the child shows signs of more significant injury. An **incident report** will be completed to report behaviors or other situations that are not considered accidents.

### **Safety Guidelines**

- No child will ever be left alone or unsupervised
- Parents, guardians, and/or an authorized individual is responsible for signing the child in and out each day.

- There is always immediate access to a telephone
- Fire drills are held monthly; tornado and other emergency drills are held regularly to insure that fire and emergencies are understood and easily managed. A record of such drills is maintained
- A plan is posted indicating staff responsibilities in case of fire, emergency and weather alerts.
- A first aid kit is located in both the Little Sprouts building and in our classrooms at MNP. All staff will be certified in CPR/First Aid.

### **Child Abuse Reporting Policy to Child Protective Services**

We are required by law to report any suspected case of child abuse or neglect to Child Protective Services.

Reports may be made when:

- Children come to school with suspicious cuts, bruises, or abrasions on their bodies
- Children have trouble with urination, bowel movements, or other related problems and medical causes have been ruled out.
- Children continually come to school without proper clothes, very dirty, or tell of situations which may indicate abuse and/or neglect.
- A child's well being is threatened by the neglect of his or her physical and/or emotional needs

Please know and understand that we are here to help support you and your child. Each day at drop off, we are doing a quick visual head to toe check, this allows us to ask questions about their well being and ensure that we can give them the level of care that they need and deserve. We encourage you to do the same in the afternoons when you pick up your child. Should you ever have any concerns, please do not hesitate to contact the director. If you have an immediate and urgent concern do not hesitate to contact child protective services yourself at 877-237-0004. ***Our role is to report and not to investigate.***

### **CURRICULUM**

We will use the Teaching Strategies Creative Curriculum for all age groups. This curriculum is research based and will focus on studies that promote play, exploration and discovery. Through each child's learning process we commit to:

- Help each child develop a positive selfimage
- Provide for each child's safety and wellbeing
- Help each child develop physically, socially, emotionally, and cognitively
- Provide opportunities for children to develop age-appropriate self-help skills
- Provide opportunities to develop large motor skills and coordination through physical activity, play and creative movement
- Help children learn to problem solve and make decisions through active involvement in learning activities and allowing them to make choices
- Help children develop fine motor skills and coordination for future reading and writing

### **REST TIME**

#### **Infant and Toddler Rooms**

All babies and wobblers will nap according to their developmental needs. We will strive to find a common nap time where the majority of the babies and wobblers like to take their nap in the morning



and in the afternoon to ensure that each child has the opportunity to get the sleep they need to thrive. During these quiet periods, developmentally appropriate activities will be provided for those who are awake or that have outgrown 2 naps. Cribs will be provided for those that are 6 weeks-12 months. Cots will be provided once they turn 12 months or move to the Toddler room. Parents will provide crib sheets, a blanket, and “lovies” as needed.

### **2's, 3's and Preschool Rooms**

We are required to provide a rest period of at least one hour. This will follow lunch each day. During the morning we will alternate between active and quieter activities. Every child will be encouraged to sleep, but they will not be forced. Quiet, developmentally appropriate activities will be provided for those that have outgrown their nap time. Cots will be provided for each child. Parents will provide crib sheets, a blanket, and “lovies” as needed.

## **CLOTHING AND SUPPLIES**

### **Clothing**

It is important that children are dressed appropriately for outside play and inside activities (painting, gluing, playing on the floor, etc.)

- Please label ***everything*** with your child's name.
- Provide an extra set of clothes (shirt, pants, underwear, and socks) in gallon size bag labeled with your child's name on it. This will need to be changed out seasonally.
- Please dress your child comfortably so that he/she may learn through play and participate freely in all activities. Sometimes clothing will have items that are sewn on or that dangle and can be picked off easily by a young child. Although some of the items of clothing are cute and look dressy, they are not appropriate for the child care setting. It is best not to dress your children in clothing that needs special attention to keep from being damaged.
- ***Closed Toe Shoes*** are required. Flip Flops and open toe sandals do not provide adequate support and protection for outdoor play. Crocs and similar shoes are discouraged.
- Children need to be dressed according to the weather for outdoor play. We will go out every day unless it is raining all day or it is just too cold. We will adjust our outdoor time when the temperatures are very hot outside.
- Items for the hair (clips, bows, pins, etc) should not be small enough they pose a choking hazard.
- Children should not wear necklaces or dangling earrings (studs only).

## **SUPPLIES**

### **Infants and Toddlers**

- *Please label everything!* Inchbug.com has excellent labels for cups and bottles that are dishwasher safe and do not rub off or come off. They are similar to popular rubber bracelets but have your child's name etched into them.
- Diapers- label with your child's name (markers will be provided in the classrooms)
- Wipes- Two packs per month and then as needed
- Diaper Cream
- Seasonal changes of clothes (at least 2 at all times)
- Sunscreen (if over 6 months), you must also provide written permission for us to apply it and for us to keep on file

- Formula, baby food, juice and other foods for your child. **All foods must be clearly labeled with your child's name.** Milk or formula will be placed immediately in the refrigerator.
- A full size crib sheet for cribs and cots and a lightweight blanket. Muslin swaddle blankets are the most ideal for all age groups because they are both lightweight and warm.

### **Twos, Threes, Fours, and Fives**

- *Please label everything!* Inchbug.com has excellent labels for cups that are dishwasher safe and do not rub off or come off. They are similar to popular rubber bracelets but have your child's name etched into them.
- Diapers, wipes and cream if needed- label with your child's name (markers will be provided in the classroom)
- Seasonal changes of clothes (at least 2 at all times, more if you are in the middle of potty training)
- Sunscreen (if over 6 months), you must also provide written permission for us to apply it and for us to keep on file
- A full size crib sheet for cots and a lightweight blanket. Muslin swaddle blankets are the most ideal for all age groups because they are both lightweight and warm.

## **MEALS AND SNACKS**

### **Infants 6 Weeks to 12 Months**

Parents will supply all breast milk/formula, milk, cereals, baby food, and bottles. Target sheets will be provided for all infant parents at the time of enrollment and then will be available as your child's needs evolve. Target sheets will allow you to communicate the times and directions for all feedings that will need to occur during the day. Our teachers will work diligently with you to ensure all lines of communication are open to ensure that your child receives what they need to thrive.

#### *Bottle Feedings*

If a child is being breastfed, all breast milk must be dated when expressed and have the child's name on it. Fresh breast milk will be stored for 24 hours in the refrigerator and up to 2 weeks in the freezer. Milk that exceeds this time frame will be discarded. If you are using formula, please advise on your target sheets your preferred method of preparation. Please note for all bottle feedings that after the child has been fed, any contents in the bottle will be discarded. No bottles will be served with cereal or any other food product in them unless we have written authorization from the child's pediatrician.

#### *Cereal and Baby Food*

Generally parents begin to provide semi-solid food for children 4-10 months old unless otherwise directed by the physician. A food that the child has never had should be given at home first before it is brought to the center to be fed to the child. This helps in determining if there are any allergic reactions to the given foods. The center must be informed if children have food allergies or if they cannot tolerate certain foods so that notifications can be posted. **All baby food must be in their original containers unopened.** We cannot accept previously opened containers. Please let us know if you want to split a container of baby food between feedings so that we can ensure that we do not feed directly from the container. Once we feed directly from a container we can only use it for that one feeding and then we must toss it.

*Please plan so that your infant has their morning bottle at home or that you are able to feed it to them after your arrival. This will allow staff to give each child and parent the attention that they need as they are arriving.*

### **Toddlers-Preschool Rooms**

We will provide 2 snacks a day. We will provide a menu each month. The morning snack which will be served around 8:15 and will be a “breakfast-y” in nature but of snack portions. We do ask that all children arrive having had breakfast, but we do understand that some children are just not early eaters. Afternoon snack will be after nap time around 3:00.

You are responsible for providing lunch for your child each day. The lunch should not require heating or chilling. Thermoses and ice packs are great for these purposes. When packing the lunch, please ensure that you are providing healthy nutritious choices that are low in sugar. At this time there are no known food allergies, should this change parents will be notified. Please make sure that your child’s lunch box and cup are labeled with your child’s name.

All children should have had breakfast or morning bottle prior to arriving, if they arrive after 8:30.

### *Special Note regarding Toddlers*

We understand that you are still introducing foods to your child during this stage. If there is a snack that is on the menu for your child that you are not ready to introduce, please communicate that with your child’s teacher. Either we can provide an alternate or you may send in something for them to have. While we strive to maintain a schedule for all of our classrooms, if your child is hungry, we will feed them. Even, if it is outside of the class schedule.

### **Celebrations and Parties**

Children’s birthdays are “special” and parents may provide a special treat if they desire. Make arrangements with your child’s teacher several days in advance. If the birthday falls on a day when the program is closed, an alternate celebration date can be arranged. Please remember to provide enough so that each child may have a treat. Because of state regulations regarding the serving of food, the treats must be purchased commercially. Your child’s teacher can help you in selecting healthy age appropriate treats.

## **DISCIPLINE POLICY**

Discipline and punishment are different. Positive discipline is teaching and showing children correct behavior while respecting and encouraging their developing skills. Punishment is using an unpleasant experience to try to change a child's behavior. It does not teach children about the good behavior that is expected of them.

We will use positive methods of discipline that consider the child's age and developmental level. During these early years, children are developing confidence and self-control and our environment respects each individual child so that the children will feel that their world is a warm, friendly place. The children's caregivers look for meaningful ways to show children why hurtful and aggressive behaviors are not

acceptable. Children are not allowed to hurt themselves or others and caregivers never hit children or use physical punishment.

The following NAEYC (National Association for the Education of Young Children) guidelines that teach coping skills and discourage inappropriate behavior will be utilized:

- There will be no time-out for infants and young toddlers. Very young children should not be isolated, nor should they be ignored or left without proper stimulation. Infants or young toddlers who do not understand why their behavior is unacceptable should gently be directed to more acceptable behaviors or activities.
- We will hold realistic expectations of the child's behavior. Knowledge of child development aids in understanding when children are merely experimenting with their boundaries and when they are behaving inappropriately. As children are given realistic goals, they feel good about themselves and are more likely to cope successfully with stressful situations.
- Consequences should immediately follow the child's behavior. When children experience immediate repercussions for harming others, they understand more clearly why we are disciplining them. Adults should offer children positive alternatives to their actions, for example, asking a child to help rebuild a block structure he has knocked down is more productive than removing him from the area entirely.
- Children will never be alone but may be given space for themselves if they want it. Young children need the support of adults to work out their feelings. Adults who respect the feelings of children are teaching the children to respect the feelings of others.
- When the caregiver must use time out, it does not last longer than it takes for the child to calm down. After the child is calm, the caregiver will explain what appropriate and inappropriate behavior is. The child must clearly understand why the timeout was given. Time-out should never be humiliating, nor should it make children feel threatened or afraid.
- Methods of discipline are tailored to the individual child. Children develop their abilities to control themselves at different rates. We take into consideration the needs of the individual child understanding that no single technique will work with every child every time. Our goal is to teach children how to solve their problems with love and support.

### **Biting and Aggressive Behavior**

Some biting and aggressive behavior will occur in the child care setting. Biting and aggressive behavior is very frustrating for the child who is biting, the child being bitten, for the parents, and for the caregiver who must guide the child to more appropriate behavior. Biting, however, is a normal behavior for infants and toddlers, though it can be very frustrating and distressing for parents and caregivers. Although not always obvious, there is always a reason for biting.

When biting and aggression occur, the following steps will be taken:

- We will analyze our program to see if there are things we could do to improve the situation.
- We will honestly assess our own skills and techniques.
- We will review and follow our policies or steps to take prior to considering terminating enrollment.
- We will talk with the parents to try to solve the problem together.
- We will set a reasonable time limit for working on the biting and if it continues to be a problem, we will give parents adequate notice to find other care.
- (See — *Biting and Aggression Policy- Attachment A*)

### **Expulsion Policy**

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. In cases where a child is physically harming themselves, another child, or a teacher, then the child may be restrained to protect injuries from occurring. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well being of another child or an adult.

#### **Initial Consultation:**

The Program Director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the Director, teacher, and parent or guardian.

#### **Second Consultation:**

If the initial plan for helping the child fails, the parent will again be asked to meet with the Director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.

#### **Disenrolled:**

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the Director and Assistant Superintendent of HR and ESP. The Director can disenroll any child for physically harming another child, or teacher, without going through the consultation process, if deemed necessary for the safety of children and staff.

### **HEALTH AND WELLNESS**

We are concerned for the health and welfare of each child enrolled in our programs. We respect that you are committed to your job, however please do not send your child to the program if they are ill. **We cannot provide care for sick children.** This also means that you cannot send your child to school, if the child wakes with a fever and takes a Tylenol or another fever reducer so that the child may arrive at school fever free. Children are contagious if they have had a fever within 24 hours! Please use the following guidelines and do not send your child, if they exhibit the following symptoms:

- Fever of 100.4 degrees or more\*
- two episodes of diarrhea
- Inflammation of the eyes
- excessive nasal discharge
- Pain
- Unknown rash
- Frequent coughing
- Communicable disease
- Signs of pink eye\*\*
- Vomiting

\*Any child who registers a fever of 100.4 degrees or greater, one who is vomiting, or has had two (2) episodes of diarrhea must be immediately removed from the program. A notification of fever or symptoms with the date and time will be given to you. A child must be symptom and fever free for 24 hours before returning to the program. Any illness requiring a visit to the doctor must be accompanied by a physician's approval to return to school care. If a child has diarrhea as a result of medication, teething, or allergies, doctors must specify this either in writing or by a phone call before the child can return to the program.

A child with an ear infection can return to school the next day, **if** they are feeling well enough to *participate* in activities and if fever is below 100.4 degrees. Please bring in verification of a doctor's visit.

\*\*Pink eye must be treated with medicated drops for a minimum of 24 hours before returning to the program. A note from the physician must also be presented upon returning to school care.

If your child is required to take prescribed medication during program hours, please provide the staff with written instructions for administering the medication from your physician. We can administer medication in accordance with the Murfreesboro City Schools medication policy. Please complete the appropriate form included in this packet. Please do not bring medications such as Tylenol, anti-diarrhea medicine, etc. unless these have been prescribed by your physician. These often "mask" serious symptoms that may cause a delay in your child getting necessary medical attention. Accidents will be reported to parents immediately and recorded on the child's daily report.

### **Medications:**

Medications will only be administered by staff with written documentation from a health care provider and the signature of the parent or guardian granting permission. Parents and guardians are encouraged to give the first dose of any new medication to monitor for possible adverse reactions. Please provide medications in a ziploc bag labeled with your child's name, dosage, and authorized physician's name. Parents will complete a medication dosage form and review instructions with their child's teacher prior to medication being administered. This policy includes gas drops for infants.

Sunscreen and Bug Spray: Please provide the sunscreen and/or bug spray that you would like for us to use on your child. It needs to be clearly labeled with your child's name. We will also need a signed sunscreen application form granting us permission to apply sunscreen and/or bug spray to your child.

### **Immunizations**

Proof of Immunizations are required before your child may attend.

Immunizations required for Pre-K/ DAYCare students:

<sup>1</sup> Dose 3 at 6 months not needed if a three dose Hib vaccine preparation is used. Two or 3 doses at 6 months is acceptable.

<sup>2</sup> One dose of Hib vaccine administered on or after 15 months of age completes the immunization requirement, regardless of the total number of doses.

<sup>3</sup> The 3<sup>rd</sup> dose of Polio vaccine may be given at any time between 6 and 18 months of age

<sup>4</sup> Required on or after the first birthday; may be given no earlier than 4 days before the first birthday to meet the requirement

<sup>5</sup> Parental or physician diagnosis of chickenpox also meets requirements

Parents must provide the Tennessee Immunization form (usually a yellow or blue sheet).

#### **The only exceptions are:**

1. Medical Exemption – You must provide documentation from a physician stating the child is exempt from immunizations. Physician's letterhead and signature are required and should be attached to the TN Preschool Immunization Certificate with documentation of physical.
2. Religious Exemption – You must complete a religious exemption form from your school nurse. This must be signed by parents and attached to TN Preschool Certificate with documentation of physical.
3. Temporary Immunization Certificate- Must be completed by physician stating student is in the process of completing immunization requirements and date the next immunization is due. This certificate expires one week from stated date and student will be suspended.

## **Biting and Aggression Policy**

Biting (and aggression) is not unexpected when toddlers are in group care. When children are bitten it is very upsetting to us and we also recognize how upsetting biting is for parents. We never want our toddlers to bite, but we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. It is our goal to focus on effective techniques that address the specific reason for the biting. When biting occurs, these are our three main responses:

1. Care and help for the child who was bitten.
2. Help for the child who bit so that he or she learns other behavior.
3. Examination of our program to stop the biting.

### Staff Response

After a biting incident our teaching staff strongly expresses their disapproval of biting and work to keep the children safe. They help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques and timelines to address it. We do not use any response that harms a child or that will not be effective. Generally, "time out" for children three and under is not effective, however, for the child who bites, a calm and peaceful minute or two away from the other children may be helpful. It slows the child down and provides a change of scenery and gives everyone time to recover from the incident. Caregivers will remain calm and cool for this strategy to be effective.

### First Aid

We give immediate attention and, if necessary, first aid to children who are bitten. We clean the wound with soap and water and we offer to put ice on the bite if the child is willing. If children are bitten on the top of their hands and the skin is broken, we recommend that they be seen by their health care provider.

### Parents Informed

When children bite or are bitten, their parents are informed personally and privately the same day. In both situations, biting is always documented on our standard incident report form which is completed and signed by a teacher and the director. It should also be signed by the parent. One copy is given to the parent and the other copy is kept in the incident report file in the office.

### Confidentiality

We try to keep the name of the child who bit confidential. This is to avoid labeling and to allow us time to work on stopping the biting. Confidentiality is sometimes breached due to the school community in which many of our parents work. However, it is our goal to maintain confidentiality.

### Training

Once a year, near the start of the traditional school year, toddler caregivers will attend a training session on biting. In addition, we will make available printed material on biting to parents and staff. We will work with parents to help alleviate concerns and frustrations they have about biting.

### **When biting becomes excessive:**

1. *If a child inflicts 2 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. n*



2. *If a child inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parent will be asked to come pick their child up and the child will be suspended for the next day. (If it falls on a Friday, the suspension will take place on Monday) n*
  3. *If the child again inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 1 full (5 weekdays) week. n*
  4. *If a child once again inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements. n*
  5. *If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again. n*
  6. *If a child bites twice in a 5 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards any suspension. n*
- n*

### **Principles of Child Development and Learning That Inform Developmentally Appropriate Practice**

Developmentally appropriate practice is based on knowledge about how children develop and learn. Following is a list of empirically based principles of child development and learning that inform and guide decisions about developmentally appropriate practice:

1. Domains of children's development—physical, social, emotional, and cognitive—are closely related. Development in one domain influences and is influenced by development in other domains.
2. Development occurs in a relatively orderly sequence, with later abilities, skills, and knowledge building on those already acquired.
3. Development proceeds at varying rates from child to child as well as unevenly within different areas of each child's functioning.
4. Early experiences have both cumulative and delayed effects on individual children's development; optimal periods exist for certain types of development and learning.
5. Development proceeds in predictable directions toward greater complexity, organization, and internalization.
6. Development and learning occur in and are influenced by multiple social and cultural contexts.
7. Children are active learners, drawing on direct physical and social experience as well as culturally transmitted knowledge to construct their own understandings of the world around them.
8. Development and learning result from interaction of biological maturation and the environment, which includes both the physical and social worlds that children live in.

9. Play is an important vehicle for children's social, emotional, and cognitive development, as well as a reflection of their development.
10. Development advances when children have opportunities to practice new acquired skills as well as when they experience a challenge just beyond the level of their present mastery.
11. Children demonstrate different modes of knowing and learning and different ways of representing what they know.
12. Children develop and learn best in the context of a community where they are safe and valued, their physical needs are met, and they feel psychologically secure.

*Bredenkamp, Sue and Copple, Carol, Developmentally Appropriate Practice in Early Childhood Programs, Revised Edition, 1997, National Association for the Education of Young Children*

### **Symptoms to Consider**

If a child has the following symptoms please do not bring him/her to school until the child has been treated, the recommended time has passed and/or the child has been released by the physician or health authority.

#### **Temperature**

Oral temperature of 100.4 degrees or greater; rectal temperature 102 degrees or greater; armpit temperature 100.4 degrees or greater accompanied by behavior changes or other signs or symptoms of illness — until medical evaluation indicates inclusion in the facility. For infants 4 months or younger, the lower rectal temperature of 101 is considered a fever threshold. Please note we do not use a rectal thermometer.

If the child's temperature spikes while at Wee MAC and reaches 100.4 degrees or more, the parent will be contacted immediately to come pick up the child. Likewise, if your child develops a fever at home, please keep the child at home until the temperature remains normal for 24 hours without the aid of a fever reducer.

**Sore Throat** with fever and swollen glands.

#### **Diarrhea**

Uncontrolled diarrhea is defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by diaper or toilet use; runny, watery or bloody stools. A child will be sent home after two occurrences at the center. *Please note:* Other considerations include a) staff recognizes that some children get diarrhea when taking antibiotics or are still recovering from an infectious gastrointestinal disease and b) breast fed babies have stools that are normally loose.

**Vomiting** twice or more with 24 hours (or two times at the center.)

**Severe coughing** to the point where a child becomes red or blue in the face or makes high pitched whooping sound after coughing.

**Eye discharge** that is thick mucus or pus draining from the eye, or pink eye.

**Yellowish skin or eyes.**

**Mouth sores** with drooling unless the child's physician or local health department authority states the child is noninfectious.

**Rash** including poison ivy, poison oak, etc., with fever or behavior change, until a physician has determined the illness not to be a communicable disease.

**Signs of possible severe illness,** including unusual lethargy, irritability, persistent crying, difficult breathing, uncontrolled coughing.

**Infestation:** (scabies, head lice) until 24 hours after treatment has been initiated and head is nit free.

**Tuberculosis:** until the child's physician or local health department authority states in writing the child is non-infectious.

**Impetigo:** until 24 hours after treatment was begun.

**Strep Throat:** until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours. "Without fever" means without the administration of a fever reducing agent such as Tylenol.

**Ringworm:** until 24 hours after treatment has begun.

**Shingles:** if the sores cannot be covered by clothing or a dressing, until the sores have crusted.

### **Head Lice**

Head lice can be spread from child to child from the louse or from the eggs. A child with head lice may not return to the center until his/her head is free of lice and nits. If a child has a second infestation, the family will be educated in the removal of lice and nits.

**Irritability, continuous crying, lethargy** too sick to participate or requiring more care than the staff can provide without hurting the health and safety of other children in care.