

# Preschool and Daycare Parent Handbook

Updated October 2023



*Dear Parents:*

*We welcome you to Lenoir City Christian Academy Preschool, a ministry of First Baptist Church Lenoir City. Our program is designed to provide a caring, loving environment for your child that helps them feel accepted. Research has established how important the first five years of a child's life are and that morals and values are learned right along with other developmental tasks. Therefore, it is crucial that we be equally concerned about the spiritual development of our children.*

*The Bible is very clear in its instruction to teach our children about God's love, God's care, and God's character. The Book of Proverbs gives us clear direction to, "Train up a child in the way he should go and he will not depart from it (Proverbs 22:6)." A child is a person made in the image of God and God has a plan for that child's life. Our accountability as parents and significant others in the lives of our children is to be good models and understand the uniqueness of the child; to teach our children to have a sense of trust, self-control, guidance, security, self-respect, acceptance, and love.*

*Our role as caregivers/teachers is to be a support to you, work with you, and be skilled in teaching methods that will help your child become all God has created him/her to be.*

*Pray for us as we will pray for you. Together, with God's help, we will know we have been faithful to our most precious gift from God-our children.*

*In His Love,*

*Your Preschool Staff*

## **SUGGESTIONS FOR HELPING YOUR CHILD'S CLASSROOM BEHAVIOR**

- Start each day with joy. A calm beginning at home makes for a better day at school.
- Provide at least 8 hours of sleep and a good breakfast.
- Praise your child each day. Have a special place to display your child's efforts.
- Ask, "what did you enjoy at school today?"
- Speak of school in pleasant terms. Attitudes developed this year may set the tone for the entire school experience.
- Listen attentively to your child as he/she talks about school experiences. Let him/her know that you think what happens at school is important.
- Stress good attendance and punctuality
- Read to your child each day.
- Help your child develop independence by letting him/her:
- Choose clothing which he/she can manage.
- Help with appropriate chores at home.
- Try to solve problems on his/her own.
- Join us in prayer that we will meet your child's needs.

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# Lenoir City Christian Academy Preschool Program

## *Purpose and Philosophy*

The LCCA preschool program of First Baptist, Lenoir City exists to provide biblically centered and developmentally appropriate childcare and academic instruction with the intention of equipping children to grow “in wisdom and stature, and in favor with God and man” (Luke 2:52). The curriculum, personnel, facilities, and daily operations are all determined with this goal in mind. Lenoir City Christian Academy Preschool exists to partner with parents in determining the best course in life for each child and cannot replace the responsibility of parents to raise children in the home where the love of God is taught and experienced.

LCCA Preschool addresses educational practices from a Christian perspective by allowing each child the opportunity to begin to understand themselves and the world from a biblical worldview. This process happens through a variety of developmentally appropriate strategies which include both formal instruction and informal interaction. Formal instruction will include activities such as chapel, classroom instruction, and discovery centers. Classroom instruction is driven by the concept of biblical integration meaning that the truths of the Bible are woven throughout all teaching that children may see that all truth is God’s truth. Informal interaction is concerned with the day-to-day interaction between students and the teacher and peer to peer relationships. Personnel that demonstrate a Christian lifestyle and students that strive to follow an appropriate code of conduct are essential to the success of this part of education. LCCA Preschool intends to educate and care for the whole child and includes meeting the needs of each child spiritually, physically, mentally, emotionally, and socially.

## *Ministry*

The purpose of Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City, is to develop a biblical worldview in the lives of children. A biblical worldview is developed as academics are taught through the lens of the Bible, and the teacher-student relationship is one of discipleship. Lenoir City Christian Academy believes in the inerrancy of the Bible. Students are introduced to the work of Jesus Christ who being perfect and blameless died on the cross to save man from their sins.

## *Learning Center Curriculum*

Our classrooms focus on fun-filled learning centers that promote the development of math, science, pre-reading, pre-writing, language, fine motor, art, music, self-help, and social skills. We have playgrounds, a courtyard, soccer fields, and an indoor gym to enhance your child’s play time.

## **Policies and Procedures**

### *Arrival*

The teacher will begin welcoming children at **8:30 am**. Please do not bring your child sooner with the expectation that you may leave. They need every minute before that time to set up their rooms so they can give your child their full attention when he/she arrives. **It is our policy that all preschool children be here by 9:15 am and is highly recommended that Pre-K arrive no later than 9:00 am.** Your child will be much happier when they have had time to come in and play before going into a structured schedule. **Preschool children arriving after 9:30 am should be signed in at the front office and walked to class by an administrator.** Full Time preschool classes (7:00 am - 5:30 pm) children spend many hours on campus, and therefore more flexibility will be shown in their class. We request that all full-time preschool children be here by 10:00 am.

Parent(s) **MUST** sign the child in and out each day.

## *Separation*

Our staff will be prepared to help your child's separation from you go as smoothly as possible.

## *Pick-Up*

Parents are to notify the Preschool Director in advance if anyone other than himself or herself is to pick up the child on a given day. The designated adult will be asked to provide identification when picking up the child and **MUST** match the authorized pick up list.

If any person picking up your child is deemed to be in any way impaired or exhibiting risky behavior, we will:

- a. Contact someone else on your transportation list to transport your child.
- b. If we are met with resistance, proper authorities will be called.

Release of a child to the biological parent will not be denied unless a legal custody document prohibiting such release is filed with the LCCA Preschool office.

Ridesharing services such as Uber and Lyft or any commercial transportation may not be used at LCCA. Uber and Lyft have policies specifically prohibiting people under the age of 18 from using apps or riding unaccompanied by an adult. There are numerous potential dangers associated with releasing students to unknown third parties. LCCA wants to ensure your child's safety by only releasing him/her to a responsible adult at the end of the day.

## *Security*

All exterior doors are locked and will remain locked throughout the day. In order to enter the building, individuals must be buzzed into the building by authorized LCCA or FBCLC staff through the doorbell and video system. All parents, students and visitors must enter through the church entrance and check into the front academy office between 8:45 am – 2:45 pm. Entrance into the building does not grant permission to pick up a student. Anyone picking a student up must be on the authorized release form. Our academy uses security cameras to surveillance the campus.

## *Late Pick-Up Fees*

**Preschool students must be picked up by 1:30 pm.** For Full Time Preschool, pick-up time is 5:30 pm. To compensate teachers for extended duty hours, **a charge of \$1.00 per minute per child will be added for each additional minute after 1:35 pm and at 5:31 pm.** (Full Time Preschool).

## *Parking*

Parents may park in designated parking spaces alongside the Education building and enter in through the playground doors when dropping off students before 8:45 am. Parents must enter through the church entrance between 8:45 am – 2:45 pm. Do not obstruct the entrance, double-park, or otherwise hinder the flow of traffic or endanger others. **Never leave your car engine running while you bring your child into the building and never leave small children unattended in your car while in the building. Leaving a child in the car could jeopardize your child's enrollment.**

## *Unauthorized Food, Toys, Games, Etc.*

We will provide the necessary snacks, toys, games, and other items necessary to provide a quality program for all participants as a part of the fees charged. All unauthorized items must remain at home.

## Diapers

Please provide disposable diapers. Bring enough for teachers to change your child as often as needed. If creams are to be applied, a permission must be given per DOE guidelines. This permission is given through the application/enrollment paperwork.

## Clothing

Please dress your child in suitable clothing for play time and learning activities. For safety reasons, children **MUST** wear rubber sole tennis shoes (no boots, sandals, etc.). All clothing that will be removed should be marked with the child's name (i.e., coats). A laundry marker or iron on tape works well. This will aid the teacher in being able to keep track of clothing. Lost articles left after a month will be donated to charity. **LABEL EVERYTHING!**

It is important that you keep at least one complete clean change of clothing in your child's backpack in case his/her clothing becomes wet or soiled. A change of clothing includes underwear, socks, pants, and shirt.

## Outdoor Policy

Outdoor play is regularly scheduled in the morning and afternoon (Full Time Preschool). It is considered an important part of the total curriculum. Outside time provides an opportunity for exercising gross motor skills, hand/eye coordination and social interaction. Unless it is raining or bitter cold, the children are outside daily. Because outdoor play is important teaching time, the teachers are expected to be outside with their class and cannot stay inside with one or two children.

## Potty Training

As in every new learning experience, potty training must be a cooperative effort between home and school. In general, a child is not physically able to control his/her bladder until around 22 months and bowel control takes a little longer. Of course, every child is different and individual abilities are always considered. When the time comes that your child is ready to begin potty training, the staff will work with you. We are available to offer suggestions and share ideas. We work on potty training in our two-year room. Children must be able to go to the bathroom by themselves before moving up to the three-year room. During the potty-training process, your child should come wearing Pull-Ups rather than diapers (no onesies). Pull-Ups with Velcro sides are strongly recommended. More detailed information will be given in your classroom.

## Lunch

Children need to bring a nutritious meal. Again, please label EVERYTHING. Milk will be provided for your child. We use the ½ pint cartons from Mayfield in 2% white and chocolate. A morning snack will be provided daily which includes juice and a bread product. Breakfast must be served at home and may not be brought to school. We ask that you allow us to provide your child's beverages to help with spillage in our cubbies, water bottles with secure lids are appropriate.

- Lunches must be pre-made and ready to serve. **We do not heat food.**
- Use plastic containers for all liquids.
- Bring finger foods (i.e., sandwiches cut in fourths, diced fruits, grapes, and hot dogs must be cut in half or quartered).
- Do not send candy, gum, or sodas in your child's lunch.
- **No caffeine and no glass containers.**
- **Be sure we are aware of any food allergies.**

### *Catered Lunch*

Children in our 3-year-old class and up have the option of ordering a catered lunch. All transactions must be done online. Lunch calendar is provided on the FACTS. You will be given 30 days' notice in case of a price increase.

### *Birthdays*

Parents are welcome to recognize their child's birthday at school. Plans need to be made with your child's teacher in advance. You may bring a special snack (cookies or mini cupcakes) and decorative paper products only (no clowns, balloons, birthday gifts, etc.). If you are having a party elsewhere and wish to invite your child's classmates, invitations will be handed out by our staff and must include the entire class.

### *Medication*

No medication will be given to preschoolers unless enrolled in our full-time preschool program. If a child is enrolled in our full-time preschool program and needs to administer medication, parents will need to speak with our Preschool Director or Academy Principal about the procedure. Paperwork must be filled out in the office before medication can be given. Children cannot medicate themselves.

### *Health Records*

The Tennessee Health Department requires an up-to-date certificate of immunization signed by your doctor and on TN state form when he/she examines your child. It is your responsibility to keep your child's records up to date. All children must be current with all vaccinations (no waivers) to attend LCCA Preschool. Immunization records must be submitted before the child may be admitted to the program.

Temporary immunization records may be allowed only at the discretion of the headmaster prior to admittance to the program.

### *Tuition Payment Policies*

- Monthly tuition must be paid in FULL by the 1<sup>st</sup> of each month **NOT** the 1<sup>st</sup> day of your child's attendance (it will be considered late by the 11<sup>th</sup>). Please make checks payable to LCCA. Fees paid after the 15<sup>th</sup> require cash.
- Upon enrollment, program enrollment fee is due.
- The enrollment process requires choosing a payment plan through FACTS.
- A late fee will be charged for unpaid invoices 10 days after the due date.
- Tuition or any unpaid balance not paid by the 15<sup>th</sup> of the month could result in the dismissal of your child/children from our program and you will be required to pay all balances due.
- There are no verbal agreements for paying tuition.
- Any returned payment will result in a fee. A 2<sup>nd</sup> returned payment will result in cash payments only.
- Families may pay either in person or through FACTS.

### *Withdrawing from the Program*

In order to withdraw a student from the program, you must submit the LCCA withdrawal form 30 days prior to your child's last day. The withdrawal form can be found at [Withdrawal Form](#) or at [www.lccatn.org](http://www.lccatn.org) under the parent portal. Any balances or tuition due through the required notice must be made at the time your notice is given.



## *Health Issues*

Should your child have any health or behavioral concerns, these should be discussed with the Preschool Director and classroom teacher. Please keep your child at home when he displays any signs of illness or any of the following symptoms: temperature over 99 degrees, sore throat, headache, diarrhea, vomiting, runny nose, rash, bad cough. Follow these policies:

- Your child **must** be free of fever, vomiting, or diarrhea for 24 hours before he/she is free to return to school.
- If your child is not well enough to go outside, he/she should be kept at home.
- If your child will be absent for several days due to illness, out-of-town travel, etc. please inform the teacher.

If your child becomes ill at school, you will be notified to pick him/her up immediately.

## *Contagious Diseases*

Many contagious diseases start with a common cold. Examples of contagious diseases other than those noted under "Health Issues" include pink eye, rashes, lice, etc. Should your child have a contagious disease, please let his/her teacher know immediately so that other parents can be notified. We will not disclose the names of children.

## *Medical Emergencies*

In case of a medical emergency with a child, an immediate attempt will be made to notify the parent, or the parent designate. If the parent cannot be reached, or if the situation warrants, an attempt will be made to contact the child's doctor for advice. If medically necessary, emergency services may be summoned to transport the child to appropriate facilities to receive medical assistance.

## *Inclement Weather and Closings*

Closing for inclement weather days will not be made up. Parents will receive an email stating closure of the center. **Parents may also look to social media, including Facebook and Instagram, for updated posts. If Loudon County Schools are let out during the day due to weather, we will also close. Please pick your child up as soon as possible.**

## *Emergency/Evacuation Plan*

Routine fire drills will be conducted periodically by LCCA. Fire evacuation procedures will be posted in each room. In the event of an actual fire, drill procedures will be followed.

When severe weather warnings are issued by the National Weather Service for tornadoes, severe thunderstorms, etc., or if evacuation of the center becomes necessary for reasons other than fire, children in care will be taken to the secure area within the building as designated by the County Coordinator of the Emergency Management Agency.

If power or water is temporarily not available, the center will endeavor to remain open and operational if possible. We cannot, however, compromise the health and safety of the children. Parents may therefore be notified to pick up their children.

In the event of an **evacuation**, your child will be transported to a pre-authorized location. All children will be together at one of these churches. **You will need a photo ID to pick up your child.** In the case of a disaster, it is possible that your teacher or Director could still be at the center or with a child receiving emergency medical care. The LCCA Administration and the State of Tennessee Department of Education

may be coordinating the children's pickup. Please keep updated through social media if possible and local media outlets, including radio and television.

**Hard Lockdown Drill** will be conducted at least once during the school year. You will receive notice if one is conducted.

### *Parent / Teacher Conferences*

Parents may call and set up a conference with their teacher during normal Preschool hours. Mid-year conferences are scheduled in November and February.

### *Financial Integrity*

Lenoir City Christian Academy undergoes an audit every year.

### *Conduct & Discipline*

Children are to show respect in their day-to-day interactions with others. This includes teachers and children. Respect is shown through words, body language, and kindness. Hurtful words, hurtful looks, or physical altercations can be reasons for dismissal. Any physical aggression is an automatic office visit and parents will be notified at the end of the day. Lenoir City Christian Academy reserves the right to dismiss any child from enrollment if discipline becomes an issue.

Discipline is the training of a student to instill character development. This training is to help the student develop a pattern of Christian behavior, to produce self-control, to internalize values, and to give the student a moral compass. Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City, believes in the inerrancy of the Bible. Decisions will be based upon biblical principles. Effective discipline is one of the important functions of any school.

Expectations-

- Students should show Christ-like behavior and honor authority.
- Students should demonstrate respect to LCCA's faculty and staff (Romans 3:2)
- Students should demonstrate respect to fellow students (Ephesians 4:29, 32)
- Students should be respectful to LCCA property and property of others.

A parent/guardian who has a question concerning the decisions of any teacher should call the teacher to set up an appointment and discuss the matter with the teacher. Parents/guardians should not plan on discussing anything with the teacher in drop-off, pick-up lines, hallways, lunch, etc.

### **Elementary (Preschool – 5th Grade) Discipline Policy**

At the elementary level, students are learning the basics of what it means to be wise. During this time, our desire is that students would learn to be obedient to those in authority and to show respect in all interactions. Other actions that would show that a student is growing in wisdom at this level include:

- Walking and using appropriate volume in hallways
- Finding ways to be helpful
- Saying please and thank you
- Acting with a servant's heart

### **Levels of Misbehavior**

#### **1<sup>st</sup> Level ("Simple" Misbehaviors)**

Teachers will give clear instruction on what behavior is expected of students in the classroom and other times during the day. They will instruct students and remind them when unacceptable actions occur and will contact parents/guardians to work to solve in-class issues.

Repeated behavior violations will receive consequences to remind them that they are not following the

expectations and rules. Consequences at this level may include being asked to sit away from the group, a seating change, etc. Repeated Level 1 behavior infractions will be documented in FACTS. Level 1 offenses include, but not limited to:

- Disruption of class
- Failure to follow instructions
- Not keeping hands to one's self
- Inappropriate language or joking
- Disrespectful language or action
- Dress code infraction

### **2<sup>nd</sup> Level ("Foolish" Misbehaviors)**

If a child continues to not follow the rules and expectations after warnings and minor consequences, further consequences will be implemented and the administration will be consulted. Consequences at this level could include missing recess (think walking), eating lunch away from the class, or spending some time in the office. Level 2 offenses will be documented in FACTS.

- Repeated level 1 offenses
- Cheating or lying
- Defacing of school property
- Vulgarity or profanity

### **3<sup>rd</sup> Level ("High Level" Misbehaviors)**

A child that continues with inappropriate actions after receiving the more serious consequences in Level 2, or does something more serious, such as the offenses listed below, they will receive consequences that are intended to let the child and parent/guardian know that they are a serious violation of academy policy. Students committing a Level 3 event will be immediately removed from the classroom and required to leave school as soon as the parent/guardian can come to the school. The administration will then determine the appropriate consequences. These behaviors will result in suspension (in or out of school), probation, or expulsion. Level 3 offenses include but are not limited to the following:

- Open defiance of disrespect of teachers or administration
- Bullying (repeated mean behavior toward another student)
- Fighting, or extreme disruptive behavior
- Gross vulgarity or profanity
- Biting
- Stealing
- Vandalism
- Any other aggressive or unsafe behaviors
- The use, possession or distribution of illegal drugs, alcohol, tobacco products, fireworks, explosives, or weapons of any kind.
- Pulling a fire alarm or a tampering with safety equipment.

### **Probation**

A student may be placed on probation for any of the following reasons:

1. When showing insufficient academic progress due to neglect of studies;
2. When showing insufficient progress from student or parent/guardian to improve social/emotional or behavioral development;
3. When parents/guardians fail to comply with and support the disciplinary procedures of the academy.

Probation gives students opportunities to correct their problem. A student on probation loses all positions of responsibility, which may or may not be restored after probation ends. Students may not participate in athletics or other extra-curricular activities when on probation.

### **Suspension and Dismissal of a Student**

Parents/guardians must respond to behavior and disciplinary actions in cooperation with the child's

teacher and principal. Action plans within the home that support behavior changes and discipleship are equally essential. LCCA partners with parents/guardians for the discipleship of their children and cannot manage student behavior effectively unless parent/guardian are engaged in behavior development improvement.

Where LCCA administration and teachers request testing from medical, educational or psychological referrals, parents/guardians must document the steps taken to provide support for their child. If parents/guardians do not take appropriate measures within a two week time frame, the student may be suspended until corrective actions are taken. LCCA may dismiss a student when the needs of a student cannot be met by the academy regardless of educational behavioral, social/emotional development plans.

### **In-School Suspension**

If in-school suspension becomes necessary, parents/guardians will be notified. Suspension is determined by the LCCA administration. There will be a charge of up to \$50 to compensate the staff supervising in-school suspension for their time. Students are required to make up any work missed in class, but will be subject to a late penalty grade. The student will receive attendance credit for the day.

### **Out-of-School Suspension**

Due to repeated and/or serious disciplinary infractions, out-of-school suspension may be assigned. Students are required to make up any work missed in class, but will be subject to a late penalty grade. Students must turn in missed assignments within one day of the student's return to school. The decision for out-of-school suspension will be decided by the head of school, principal, or director.

### **Dismissal**

Lenoir City Christian Academy reserves the right to expel any student if LCCA determines that the program is not meeting the needs of the student, the student's presence poses a threat of the welfare of others, or if the student is unable to adjust to the academy's rules/structure, routine, and social interaction.

A two week notice will be provided; however, if the reason for dismissal/expulsion is due to a serious safety concern, the student will not be allowed in the school/classroom during the two week review period. Every effort will be made to work with the student and their family.

The following situations will necessitate the removal of a student from Lenoir City Christian Academy:

1. Aggressive behavior which threatens the safety and well-being of self-and/or others in the program. Well-being can be defined as emotional as well as physical.
2. A student requiring constant 1-on-1 attention from the teacher.
3. A student showing disrespect toward a teacher or another student.
4. Nonpayment.
5. Failure of the parent/guardians or student to follow written policies.
6. If the safety of the students or the program is compromised a student will receive out of school suspension, pending review of dismissal.
7. Any other conduct that exhibits behavior contrary to the Statement of Faith.

*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 seeing a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parents 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 group.
- 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 grouped 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 require adults: child ratios to be doubled. Swimming has a separate ratio chart, and the lifeguard 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 to be 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, highchairs, 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. Timeouts 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 snacks, meals, and rest 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 always be a staff member present 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 childcare 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 placed 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 manufacturers' 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 number of hours spent in the program.
- Food should not 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 their hands 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 its 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 always be followed and are defined in the 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 on route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to ensure 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 with 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.
- The 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.

AGE	Group Size	Adult: Child Ratio
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

***Handgun Carry Permit Policy***

As a ministry of the First Baptist Church of Lenoir City, Tennessee, the Lenoir City Christian Academy hereby embraces the following Handgun Carry Permit Policy of the First Baptist Church of Lenoir City in accordance with Policy 7.09 of said church's official policy manual.

To wit:

1. First Baptist Church shall permit the carrying of handguns on all property constituting the campus of the Church and in all buildings owned or operated by the Church by persons qualified under the following conditions: a) No person who is otherwise prohibited from possessing a handgun is permitted to carry a handgun on First Baptist Church property; b) The person must have a valid Tennessee handgun carry permit, pursuant to TCA § 39-17-1351; and c) The person must keep handgun in their possession and on their person
2. No policy shall be established, by action or inaction, by any entity, inside or outside the Church, that infringes on or supersedes this policy.

It shall further be the policy of Lenoir City Christian Academy that its official Handgun Carry Permit Policy will automatically follow (or default to) any revisions or changes of First Baptist Church of Lenoir City's official church Handgun Carry Permit Policy.

This action has been taken in compliance with the attached legislation duly authorized by the State of Tennessee and in force as state law as of April 6, 2016. Moreover, pursuant to section (c) (1) of said attached legislation, this information will be disseminated to all appropriate parties associated with the school as well as the relevant civil and law enforcement authorities.

Attachment: 49-50-803. State of Tennessee Handgun Carry Policy.

- (a) (1) The board or governing entity of each private K-12 school, or the chief administrative officer if the school does not have a board or governing entity, may establish a handgun carry policy for any property on which the school is located that is owned or operated by the school and for any building structure located on the school property.

(2) Any handgun carry policy adopted by the board of governing entity, or the chief administrative officer when appropriate, may:

- (A) Prohibit the carrying or possession of a handgun on the property of, or in a building located at, a private school.

- (B) Permit the carrying of handguns by persons qualified under subsection (b) on all property constituting the campus of the school and in all buildings owned or operated by the school; or
  - (C) Permit the carrying of handguns by persons qualified under subsection (b) in certain areas on the property of the school or in certain buildings but prohibit the carrying in other areas or buildings.
- (b) If the board or governing entity, or the chief administrative officer when appropriate, permits the possession of handguns in accordance with this section at the private school, the following rules and limitations shall apply:
  - (1) No person who is otherwise prohibited from possessing a handgun is permitted to carry a handgun on private school property.
  - (2) The person must have a valid Tennessee handgun carry permit, pursuant to § 39-17-1351; and
  - (3) No private institution that permits the possession of handguns on the property owned or operated by the institution pursuant to this section shall be required to post signs as required by § 39-17-1309 (d).
- (c) (1) The handgun carry policy for each private school shall be reduced to writing, disseminated in a manner likely to ensure that it is known by students attending the school, the parent or guardian of each student, the faculty and other employees, and others who may go upon the grounds or enter a building on property owned or operated by the school. The policy shall be made available in the principal's office to anyone desiring a copy and distributed to the parents of children enrolled in the school by a method or methods reasonably likely to ensure dissemination of the policy, such as e-mails, text messaging, or posting on the school's website.
  - (2) The policy shall go into effect thirty (30) days after it is adopted and disseminated as provided in subsection (c).
- (d) if a private K-12 school does not adopt a handgun carry policy in accordance with subsection (1), then the carrying or possession of a firearm is prohibited in accordance with § 39-17-1309.
- (d) The chief administrative officer shall submit a copy of the handgun carry policy for the school to the sheriff's department and, if applicable, the police department with jurisdiction over the school.

Revised October 2023