



2023-2024 Enrollment Application

Child's Information:

Child's Legal First Name: Preferred Name Middle Last

DOB: / / Age on 8/15/2023: Child is: Male Female Nonbinary-pronouns:

Place of birth (City/State in U.S. or City/Country outside of U.S.)

Child lives with (names): Relationship

Home address: City: State: Zip: County

Mailing address if different from above: City: State: Zip:

Home phone number: ( ) --- We do not have a home phone

Parent/Guardian Information (If applicable, court documentation outlining custody and visitation agreements will be required):

Parent/Guardian #1: First Middle initial Last

Marital Status: (check one) Married Single Divorced Separated Widowed

Employer: General work hours:

Work address: City State Zip

Cell# ( ) Work# ( ) Best Email

Parent/Guardian #2: First Middle initial Last

Marital Status: (check one) Married Single Divorced Separated Widowed

Employer: General work hours:

Work address: City State Zip

Cell# ( ) Work# ( ) Best Email

Please check all that apply:

- New Student Current Student Alumni Family Jewish Federation Donor PJ Library family Jewish Early Childhood Initiative Eligible Family

- I would like to be added to the Jewish Federation of Greater Chattanooga email list yes no already receive
I would like to be added to the Jewish Federation of Greater Chattanooga mailing list yes no already receive



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Child's First Name: \_\_\_\_\_ Child's Last Name: \_\_\_\_\_

**Non-Guardian Authorized Release and Emergency Contact Information**

Your child will only be released to the persons listed on page one (guardians) and authorized below. Please indicate whether the person should also be used as an emergency contact or authorized only to drop-off or pick up your child. **List in order of emergency contact. All children should have a minimum of two people (other than guardians) to contact in case of an emergency.**

1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  Emergency Contact  Pick up or drop off
2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  Emergency Contact  Pick up or drop off
3. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  Emergency Contact  Pick up or drop off
4. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  Emergency Contact  Pick up or drop off only
5. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  Emergency Contact  Pick up or drop off
6. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  Emergency Contact  Pick up or drop off
7. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  Emergency Contact  Pick up or drop off
8. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  Emergency Contact  Pick up or drop off

\* Appropriate documentation such as custody papers should be attached if a parent or additional family members are not allowed to pick up the child.



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Camp AB (June 1-August 4, 2023)

- 2 days a week (ask Director) 3 days a week (ask Director) 4 days a week (ask Director) 5 days a week (ask Director)
Drop in per week if available (ask Director) Drop in per day if available (ask Director)

Please indicate preferred drop in dates: \_\_\_\_\_

If enrolling part time, check days of preferred attendance. We will do our best to accommodate your request based on the classroom's overall attendance. Children enrolled full-time will have priority status. During the summer, we do offer the option to drop in weekly and/or daily when space is available, and with advance notice (see above).

- Monday Tuesday Wednesday Thursday Friday

Aleph Bet is open from 7:30-5:30\*. To get the most out of summer camp, we encourage children to arrive by 9:00. List estimated times for arrival and departure (Note: The weekly schedule is intended to represent a typical week and will only be used to assist

Table with 6 columns: Day (Monday-Friday), Drop-off, Pick-up

with teacher scheduling. We realize that actual schedules will vary based on your needs. Part-time children must attend the same days weekly.)

- I agree to notify Aleph Bet by phone or email if my child will not be attending when he/she is scheduled.

Please list any days that your child may regularly leave early: \_\_\_\_\_

Check meals normally eaten at Aleph Bet: AM snack Lunch PM snack

2023-2024 School Year (August 10, 2023- May 24, 2024)

- 2 days a week (\$690/month) 3 days a week (\$890/month) 4 days a week (\$1000/month) 5 days a week (\$1100/month)

During the school year, Blue Room pre-K is full time only, and Yellow & Red may select full or part time. If enrolling part time, check days of preferred attendance. We will do our best to accommodate your request based on the classroom's overall attendance. Children enrolled full-time will have priority status.

- Monday Tuesday Wednesday Thursday Friday

Aleph Bet is open from 7:30-5:30\*. To get the most out of the school day, we encourage children to arrive by 8:30. List estimated times for arrival and departure (Note: The weekly schedule is intended to represent a typical week and will only be used to assist with teacher scheduling. We realize that actual schedules will vary based on your needs. Part-time children must attend the same days weekly.)

Table with 6 columns: Day (Monday-Friday), Drop-off, Pick-up

- I agree to notify Aleph Bet by phone or email if my child will not be attending when he/she is scheduled.

Please list any days that your child may regularly leave early: \_\_\_\_\_

Check meals normally eaten at Aleph Bet: AM snack Lunch PM snack

\*7:30-5:30 are our standard operating hours, however they may differ during the COVID-19 pandemic.

Aleph Bet is a program of the Jewish Federation of Greater Chattanooga and welcomes families of all faiths, cultures, and nationalities



2023-2024 Enrollment Application

Child's First Name: \_\_\_\_\_ Child's Last Name: \_\_\_\_\_

Medical Information (all information must be filled in completely)

My child's pediatrician/physician is:

Phone #

Street address:

City, State, and Zip Code:

Other doctor:

Phone #

Address

My child has health insurance coverage Yes No Preferred Hospital \_\_\_\_\_

Insurance Company: \_\_\_\_\_ ID: \_\_\_\_\_ Group #: \_\_\_\_\_

My child is subject to (check and give details):

An allergy to medicine, food\*, plant, animal, or insect toxin.

\*(If your child cannot be served the CACFP meal pattern, a statement from the child's health provider must be completed. A doctor's letter must be on file for all children with food allergies. An action plan, including prescription information, must be on file for all children who require an Epi-Pen and/ or antihistamine at school.)

A condition or fear that may require special care, procedures, services, medication, or diet.

A physical, mental or developmental disability that would prevent my child from participating in the school's regular program or activities.

Please explain special need, condition, fear or allergy:

\_\_\_\_\_

\_\_\_\_\_

No known conditions or allergies.

Milk:

My child may drink skim milk. (Provided by Aleph Bet)

My child requires oat milk. (Provided by Aleph Bet)

My child requires an alternative other than oat or skim, which I will supply daily/weekly. Type: \_\_\_\_\_

App-Based Communication

\_\_\_\_\_ (initial) I agree to download and register the Brightwheel app to my cell phone, and keep my phone available during drop-off/pick-up to easily sign my child in and out for the day. I understand the Brightwheel app is the first point of contact between home and school, and acknowledge it will be used to relay messages during emergencies such as inclement weather or other circumstances affecting center hours of operation.

Bug Spray

\_\_\_\_\_ (initial)  I do  I do not give my permission for Aleph Bet Children Center's staff to apply bug spray. I understand that it is my responsibility to provide the bug spray and will bring more in a timely manner if it runs out.

Calendar

\_\_\_\_\_ (initial) I have carefully reviewed and understand Aleph Bet Children's Center calendar of closing dates and early closings due to National Holidays, Jewish observances, school breaks, conferences, and professional development, and cleaning days.

Change of Status

\_\_\_\_\_ (initial) I agree to notify Aleph Bet Children's Center immediately of any changes that occur in the information provided in this enrollment application including work and home address, phone numbers, physician's name, living arrangements, health information, emergency contacts, etc.



## 2023-2024 Enrollment Application

Child's First Name: \_\_\_\_\_ Child's Last Name: \_\_\_\_\_

### Child Abuse/Neglect

\_\_\_\_\_ (initial) As a child care provider, Aleph Bet Children's Center is mandated by state law to report any cases where there is reasonable cause to believe that a child has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or suffered death by other than accidental means by a parent, guardian or caretaker, to the proper authorities. Aleph Bet Children's Center will cooperate fully with the authorities in the investigation of all such cases. To avoid any misunderstandings, parents are encouraged to keep the school director aware of any unusual bruises, marks or injuries occurring in the home.

### Confidentiality Statement

\_\_\_\_\_ (initial) Information pertaining to your child is considered confidential and will not be released by Aleph Bet Children's Center to third parties without first obtaining your written permission. However, it may be necessary to share relevant information relating to your child's family situation, medical status, and behavioral characteristics with authorized members of the state child care licensing agency or with persons authorized by the state licensing regulations or law to receive such information.

### Delivery of Children

\_\_\_\_\_ (initial) I agree that when delivering my child to the school, I or the person I have authorized to drop off my child, will personally deliver my child to their teacher or the staff person in charge. I further agree that when picking up my child, I or the person I have designated will personally receive my child from their teacher or the staff person in charge. At no time will I leave my child at the school without first making their presence known to the staff, nor will I take my child from the school without notifying my child's teacher or staff member on site. I further agree that I or the person I have authorized to deliver and/or pick up my child will sign my child in/out on a daily basis **including a full signature**. I understand that once my child is signed out that they are my responsibility.

### Disaster/Emergency Policy

\_\_\_\_\_ (initial) I have carefully read, understand and signed Aleph Bet Children's Center Disaster/Emergency policy. In the event of an emergency, Aleph Bet and Jewish Federation staff will adhere to the multi-hazard emergency plan. Fire evacuation routes are posted in the main school entrance as well as in each classroom. As required by Tennessee Code relative to child care agencies (Title 71-Chapter 3-Part 5), Aleph Bet will conduct at least one (1) fire drill month and at least one (1) drill other than fire every six months and will maintain documentation for a minimum of one (1) year. I give the Aleph Bet Children's Center the authority to use any means necessary, Federation vehicles, staff vehicles, or other, to ensure the safety of my child(ren) in case of an emergency situation at the school or Jewish Cultural Center.

### Discipline Policy

\_\_\_\_\_ (initial) The staff uses positive guidance techniques, including logical or natural consequences applied in problem solving situations, redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior rather than competition, comparison or criticism. In the event of excessive aggressive behavior that threatens the safety and security of our children, other measures may be taken.

*Prevention & Positive Reinforcement:* Providing a daily routine, a sense of security, constantly praising and reinforcing appropriate and positive behaviors.

*Setting Limits:* Simple, age-appropriate rules are established and consistently followed.

*Problem Solving:* We encourage the child and help them verbalize and use logical reasoning and consequences as the means of solving conflicts.

*Remove Child from Situation:* After all behavior management techniques have been utilized, the last alternative is to remove the child from the situation.

Aleph Bet strictly prohibits the following methods of discipline from staff and parents on the premise:

- Corporal punishment of any kind.
- Shaming, threatening, or verbal abuse.
- Withholding food or rest.
- Punishment for soiling, wetting, or not using the potty.
- Punitive isolation.

I understand that I will be consulted for advice and/or suggestions of other possible disciplinary actions for my child, if necessary.

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Child's First Name: \_\_\_\_\_ Child's Last Name: \_\_\_\_\_

**Fees**  
\_\_\_\_\_(initial) I understand that Aleph Bet charges annual tuition and additional fees including, but not limited to graduation, yearly registration, and one-time enrollment. I understand that direct debit through Brightwheel is the preferred payment method and will add my payment information to the app accordingly. If I opt not to use Brightwheel, I understand I must make alternate arrangements with the director. I will pay in advance of child's attendance, regardless of any reason for absence. If, for any reason, I need to withdraw said child from Aleph Bet, I will notify the Director in writing one month before the child's expected termination date (i.e. notification by Oct. 1 for Nov. 1 departure). If I fail to give the required notice, I will pay the full month's tuition, even if the termination date is sooner. If collection efforts are made by Aleph Bet Children's Center for any unpaid amount, I agree to pay all collection costs, including attorney's fees. I understand Aleph Bet Children's Center may disclose this information to credit bureau organizations.

**Food Policy**  
\_\_\_\_\_(initial) I have carefully read and understand Aleph Bet Children's Center food policy. I understand that I will provide a healthy, pork & shell fish free lunch for my child that meets all of the USDA guidelines for his/her age. I am aware that Aleph Bet does not allow nuts of any kind in the school. Aleph Bet will serve products made in a facility with nuts, but not on shared equipment. I understand that Aleph Bet may participate in the Child and Adult Care Food Program (CACFP) and agree to fill out forms annually or as needed for compliance.

**Health Policy**  
\_\_\_\_\_(initial) I understand that if my child has a temperature of 100 degrees or more, or any symptom of a contagious disease or infection, I must make other child care arrangements. Children may not return until they have been free of the listed symptoms (without medication) for a minimum of 24 hours. Re-admittance is at the discretion of the Director. In addition, I agree to notify Aleph Bet within 24- hours (during the week) if any member of my immediate household is diagnosed with a communicable disease. I understand that Aleph Bet requires a current State of Tennessee Vaccination form. For children under 30 months of age, the guardian shall provide proof of a physical examination within three (3) months prior to admission, signed or stamped by a physician or health care provider. My child may not be permitted to attend if they are not on schedule for vaccines as required unless a doctor's note verifying a medically necessary exemption/delay is on file. I also understand that the State of Tennessee recommends my child receive an annual flu vaccine. (See full health policy in handbook).

**Insurance**  
\_\_\_\_\_(initial) I understand and recognize that, even under the most carefully supervised environment, accidents may and do occur. To this end, I understand the importance of enrolling in some kind of health and accident insurance for my child.

**Licensing Requirements**  
\_\_\_\_\_(initial) I have received the Summary of Licensing Requirements for Child Care Centers. I agree to sign any additional forms that the State of Tennessee Department of Human Services requires.

**Media Authorization**  
\_\_\_\_\_(initial) I hereby grant Aleph Bet Children's Center and the Jewish Federation of Greater Chattanooga, and those acting in their authority and permission, the absolute right and permission to copyright and use, reuse and republish photographic portraits and pictures, or video/audio of my child(ren), without payment or other consideration. I authorize Aleph Bet and the Jewish Federation to edit, alter, copy, exhibit, publish, or distribute this material for the purpose of promoting, publicizing, advertising including, but not limited to websites, social media, weekly emails, newsletters or any other legal purpose whatsoever without restrictions as to changes or reproductions thereof in color or otherwise.

I prefer that my child's photos not be used on either the Jewish Federation's or Aleph Bet's websites, The Shofar magazine (in print and online) or social media pages, but may be used in printed materials including, but not limited to the school newsletter and additional marketing materials.

**Medical Authorization**  
\_\_\_\_\_(initial) I agree that Aleph Bet's staff may authorize the physician of their choice to provide emergency treatment in the event that neither I nor our family physician can be contacted immediately. Aleph Bet agrees to provide transportation to an appropriate medical resource in the event of an emergency and will not administer any drug or medication without specific instructions from the physician (unless a written medical plan is on site). In the event of such accident or illness, all medical expenses incurred are my responsibility. I release Aleph Bet, and all of its employees, officers, directors, and agents from liability incurred as a result of any act they may perform on behalf of my child.

\_\_\_\_\_(initial) I agree to sign a statement regarding any medication to be given to my child. Prescriptions medications must be in the original container and in date. I will consult the handbook for full medical policy, including information on over the counter medications.

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School Handbook

\_\_\_\_\_ (initial) I have read and agree to abide by all policies and regulations in the handbook adopted by Aleph Bet Children's Center (available at aleph-bet.com, or in print by request) for the operation of Aleph Bet Children's Center and further agree that said child shall be subject thereto. I understand that any violation of stated policies and regulations might result in the immediate termination of childcare services.

Supplies

\_\_\_\_\_ (initial) I agree to bring the required supplies for my child to Aleph Bet. Please make sure all items brought to school are labeled with your child's name. Please do not allow your child to bring toys to school (exceptions: soft toy or cuddly for rest time, show and tell, or on special themed days)

- Diapers (if applicable) and wipes
An extra set of labeled, seasonal clothing (at least 2 sets for 2 yr. olds)
Water bottle (Red and Yellow Rooms)
Small Blanket for rest time
Sheet for cot (crib size sheet)
Small pillow (optional - for rest time)
Snuggly sleepy time toy (optional - for rest time)
Bug Spray
Sunscreen of SPF 15 or higher
Seasonally appropriate clothing (hats, jackets, mittens, sunglasses, etc.)
Prescribed emergency or maintenance medications
Dairy or vegetarian lunch (see lunch policy)

Sun Safety

\_\_\_\_\_ (initial) I do I do not give my permission for Aleph Bet Children Center's staff to apply sunscreen with a minimum SPF 15 for my child. I understand that it is my responsibility to provide sunscreen and will bring more in a timely manner if it runs out. I further permit staff to choose an appropriate substitute, should I not provide my preferred sunscreen in a timely matter. During warm weather, I agree to provide sunglasses, a hat, and a water bottle for my child.

The Jewish Federation of Greater Chattanooga

\_\_\_\_\_ (initial) I recognize that Aleph Bet Children's Center is a Program of the Jewish Federation of Greater Chattanooga.

Water Related Activities

\_\_\_\_\_ (initial) I do I do not give my permission for my child to participate in water related activities.

How did you hear about Aleph Bet?

(check one) Newspaper Internet Search Social Media Drive-by Jewish Federation Flyer location Agency:
Place of Worship Referral: Who may we thank? (name) Other

Has your child previously been enrolled in a child care program?

(check one) Yes No

If yes: Location: Dates of Enrollment Reason for leaving:

I would like to volunteer (check all that apply):

- In the classroom
Fundraising
Buying additional school supplies
Parent workshops
In the garden
Other:
Serve on a committee:
Parent Group Association
Fall Luncheon
Spring Fling Program
Teacher Appreciation
Family Engagement Activities
Outreach and Enrollment

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## CHILD'S HEALTH HISTORY CHECKLIST (State of TN Required info)

CHILD'S NAME

BIRTH DATE

PARENT/GUARDIAN'S NAME

The answer to these questions will help us to know if your child has any medical conditions. We need this information in case they should become ill and we are unable to reach you right away. Please circle your answer on each line and we will review with you as needed.

### Pregnancy and Birth

- Yes No 1. Were there any complications with pregnancy or your child's birth?  
Yes No 2. Was their birth weight under 5 1/2 pounds?  
Yes No 3. Did the baby have any problems in the hospital?

### Medical Problems

- Yes No 1. Has your child ever been in the hospital overnight?  
Yes No 2. Is your child taking any medication?  
Yes No 3. Any allergies or reactions to medicine, DTP/other immunizations, or insects?  
Yes No 4. Has your child had asthma or wheezing?  
Yes No 5. Does your child have speech or hearing difficulties?  
Yes No 6. Has your child had more than two ear infections in a year?  
Yes No 7. Has your child had tonsillitis?  
Yes No 8. Does your child have trouble with their eyes or vision?  
Yes No 9. Has your child had a bladder or kidney infection?  
Yes No 10. Do they have burning when urinating?  
Yes No 11. Do they have seizures, fits, or shaking spells?  
Yes No 12. Have you ever been told your child has a heart murmur?  
Yes No 13. Is your child able to play as hard as other children?  
Yes No 14. Has your child ever had a bumpy, swollen reaction to a TB skin test?  
Yes No 15. Has your child ever been with anyone having TB?  
Yes No 16. Has your child ever had worms?  
Yes No 17. Does your child scratch their genital area?  
Yes No 18. Is their bottom or genitals red or sore?  
Yes No 19. Does your child have hemophilia?  
Yes No 20. Does your child use a heart monitor?  
Yes No 21. Does your child have tubes in their ears?

### General Development

- Yes No 1. Is your child in a special education class in school?  
Yes No 2. Does your child get along with other children?  
Yes No 3. Is your child generally happy?  
Yes No 4. Does your child have any conditions not indicated above?  
5. When did your child last see a doctor? \_\_\_\_\_

MONTH/YEAR





**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

**PERSONAL SAFETY CURRICULUM NOTIFICATION FORM**

Since 1985, Tennessee law has required that children in child care agencies receive annual instruction in personal safety, including child sexual abuse prevention. The personal safety curriculum shall include a Department-recognized component on the prevention of child abuse.

Public Chapter 1032 passed by the General Assembly in 2008 requires that child care agencies have a personal safety curriculum, including a child sexual abuse component, for children enrolled in the agency, and that parents/legal guardians be informed about the curriculum, methods and terminology that will be used in teaching children about personal safety. The Department of Human Services was directed to provide guidelines for this curriculum, but individual child care agencies may choose a curriculum that accomplishes the same goal, and may use different terminology in the curriculum. The child care agency is required to allow parents/legal guardians to review and ask questions about the curriculum, and to meet with representatives of the child care agency if they have questions.

In addition, the child care agency must obtain from parents/legal guardians a form acknowledging that they have been notified of the child sexual abuse/personal safety curriculum being used by the child care agency in which the child is enrolled. A copy of the form is required to be maintained in the child's record.

"Keeping Kids Safe" is the sample personal safety curriculum offered by the Department. This curriculum takes a holistic approach to the safety of children. The curriculum is composed of the following units: Self Esteem, Family & Friends, Feelings, Problem Solving, Personal Safety (general) and Personal Safety (4-5 year olds), and Safety Around Me. All sessions begin with group time and are followed by supplemental activities that give children additional practice in understanding the concepts. The curriculum uses hand puppets to serve as a group motivator and to introduce the stories. Together staff and parents decide what terminology to use when referring to the genitals, either the correct anatomical terms or the general term "private body parts."

(Continued on Reverse)

"Keeping Kids Safe" is the personal safety curriculum used by our child care agency.

Our agency uses another personal safety curriculum described below:

**Method of Instruction:**

Director created curriculum, inspired by "Keeping Kids Safe," and using age appropriate books, songs, and worksheets.

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**Sample Terminology:**

Nipple, vagina, penis, bottom, buttock, tushie

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The instructional materials used in the agency personal safety curriculum are available for review by the parents or legal guardians.

I/We acknowledge that we have been provided an opportunity to review the agency's personal safety curriculum, and have been notified of the sexual abuse/personal safety curriculum for our child/children.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date



### Student Information

We want to make every attempt to be as consistent with your home environment as possible. Thank you in advance for sharing the following information with us so that we can make your child as comfortable at Aleph Bet Children's Center as he/she is at home.

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

#### Eating Habits

Mealtimes: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Snacks: What: \_\_\_\_\_ When? \_\_\_\_\_

Feeds self? \_\_\_\_\_ Uses Spoon? \_\_\_\_\_ Fork? \_\_\_\_\_

Uses Bottle? \_\_\_\_\_ Sippy cup? \_\_\_\_\_ Other drink container? \_\_\_\_\_

Favorite foods \_\_\_\_\_

Disliked foods \_\_\_\_\_

Foods child is allergic to \_\_\_\_\_

Anything else we need to know \_\_\_\_\_

#### Sleeping Habits

Sleeps at night from \_\_\_\_\_ to \_\_\_\_\_

Naps from \_\_\_\_\_ to \_\_\_\_\_

Attitude toward going to bed \_\_\_\_\_

Habits associated with going to bed: \_\_\_\_\_

If child resists going to bed, how is this handled? \_\_\_\_\_

Sleep walking \_\_\_\_\_ Sleep talking \_\_\_\_\_

Nightmares \_\_\_\_\_ How often \_\_\_\_\_

Anything else we need to know \_\_\_\_\_

#### Toilet Habits

Is child bowel trained? \_\_\_\_\_ Bladder trained? \_\_\_\_\_

Words child uses for urinating \_\_\_\_\_ Bowel movement \_\_\_\_\_

Is child on own toilet schedule? \_\_\_\_\_

If not on own schedule, when is child taken to the bathroom? \_\_\_\_\_

Anything else we need to know \_\_\_\_\_



## Student Information

### Speech/Language

Does child speak clearly for his/her age? \_\_\_\_\_

Does child express thoughts well verbally? \_\_\_\_\_

What languages do you speak at home? \_\_\_\_\_

Does anyone read to the child? \_\_\_\_\_ Who? \_\_\_\_\_ When? \_\_\_\_\_

Anything else we need to know \_\_\_\_\_

### Motor Development

Is child considered to be overly active? \_\_\_\_\_ By whom? \_\_\_\_\_

Is child considered to be too inactive? \_\_\_\_\_ By whom? \_\_\_\_\_

Does child work well with his/her hands? \_\_\_\_\_

Do you believe your child is  right handed  left handed  uses both hands equally

Anything else we need to know \_\_\_\_\_

### Additional Information

Pets \_\_\_\_\_

Favorite toys \_\_\_\_\_

Any particular fears \_\_\_\_\_

Does child dress self? \_\_\_\_\_

Does child help at home? \_\_\_\_\_ How? \_\_\_\_\_

How is child comforted? \_\_\_\_\_

### Family

Name of Parent/Guardian \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Relationship: \_\_\_\_\_

Other Children Living at Home:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Do guardians live at the same address? \_\_\_\_\_ With whom does the child live: \_\_\_\_\_

Stepparents: \_\_\_\_\_

\_\_\_\_\_



## Student Information

Grandparents: \_\_\_\_\_ Reside locally: Y or N

\_\_\_\_\_ Reside locally: Y or N

\_\_\_\_\_ Reside locally: Y or N

\_\_\_\_\_ Reside locally: Y or N

Other significant names we should know:

\_\_\_\_\_ Relationship with Child \_\_\_\_\_

\_\_\_\_\_ Relationship with Child \_\_\_\_\_

\_\_\_\_\_ Relationship with Child \_\_\_\_\_

Members of household: \_\_\_\_\_

Does child play with other children? \_\_\_\_\_ Younger/older? \_\_\_\_\_

Does child prefer being alone? \_\_\_\_\_ Can child occupy self? \_\_\_\_\_

Does child relate well with adults? \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Are there any family issues we need to know about? \_\_\_\_\_

Anything else we need to know \_\_\_\_\_

### **Social History**

Has your child attended other schools? \_\_\_\_\_ If so, where? \_\_\_\_\_

How long has he/she been in school? \_\_\_\_\_

What do you hope your child will gain from his/her experience at Aleph Bet Children's Center? (Please use back of sheet if necessary)





# CERTIFICATE OF IMMUNIZATION



## Requirements to start AB

Child's Name (Last name, first name, middle) \_\_\_\_\_ Birthdate (mm/dd/yy) \_\_\_\_\_

Parent/Guardian Name (Last name, first name, middle) \_\_\_\_\_

Phone (please include area code xxx-xxx-xxxx) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section 1a. Religious Exemption**

Check here if religious exemption to immunization selected by parent/guardian

**1b. Health Examination Documentation (if required)**

This child has been examined: \_\_\_\_\_ MM DD YY

\_\_\_\_\_  
Certified by (Signature/Stamp)

**1c. Check if needed**

Dental Screening

Vision Screening

Unless specifically exempted by law, Tennessee law requires a certificate on file for each child in attendance in any school or child care facility in Tennessee. Detailed instructions for this form and explanation of requirements are in "TDH Summary of Immunization Rules Certificate Instructions" at the Tennessee Department of Health website (<https://www.tn.gov/health/cedep/immunization-program/immunization-requirements.html>) and on the Tennessee Immunization Information System ([tennesseois.gov](http://tennesseois.gov)).

| VACCINE   | DATE<br>MM/DD/YY | DATE<br>MM/DD/YY | DATE<br>MM/DD/YY | DATE<br>MM/DD/YY | DATE<br>MM/DD/YY | DATE<br>MM/DD/YY | Diagnosed (X) | +Serology (X) | History (X) | Medical Exemption (X) |  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|---------------|---------------|-------------|-----------------------|--|
| <b>Section 2a. Required Vaccines for School or Child Care Attendance (Dates Required)</b>                 |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Hib<br><small>Child Care Only (&lt;5 years)</small>   | at least 3 doses |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Pneumococcal (PCV)<br><small>Child Care Only (&lt;5 years)</small>  | 4 doses          |                  |                  |                  |                  |                  |               |               |             |                       |  |
| DTP, DTap, DT, Td   | 4 doses          |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Poliomyelitis   | 3 doses          |                  |                  |                  |                  |                  |               |               |             |                       |  |
| <input type="checkbox"/> Hepatitis B<br><small>Check here if 11-15 years<br/>2-dose schedule used</small> | 3 doses          |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Hepatitis A<br><small>Child Care Effective 7/2010<br/>Kindergarten Effective 7/2011</small>               | 1 dose           |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Measles   | 1 MMR dose       |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Mumps   |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Rubella   |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Varicella   | 1 dose           |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Tdap Booster<br><small>7th Grade Entry Only</small>   |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |
| <b>Section 2b. Recommended Vaccines (Documentation Optional)</b>  |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Rotavirus   |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Influenza   |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |
| Meningococcal ACWY  |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |
| HPV   |                  |                  |                  |                  |                  |                  |               |               |             |                       |  |

**Section 3. Provider Assessment (select one\*, not valid if blank)**

**A) Temporary Certificate - Expires** \_\_\_\_\_ MM DD YYYY  
Expiration date one month after date next catch-up immunization is due

**B) Up to Date for Child Care Entry and <18 Months of Age**  
Only if requirements incomplete, but up to date for age. Expires at 19 months of age.

**C) Complete for Child Care / Pre-School\***  
Fulfills all requirements for child care / pre-school or pre-K under 5 years of age

**D) Complete K-6th Grade\***  
Fulfills requirements, Kindergarten through 6th grade

**E) Complete 7th Grade or Higher**  
Fulfills requirements, 7th grade or higher

\*If age 4 years and fulfills requirements for Pre-School and Kindergarten, check BOTH Boxes C and D.

**Section 4. (Required) Name, Address, Phone of Qualified Provider (MD, DO, PA, Advanced Practice Nurse or Health Department):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Certified by (Signature/Stamp) or TennIS

\_\_\_\_\_  
Date of Issue

MM | DD | YYYY





## TENNESSEE DEPARTMENT OF HUMAN SERVICES SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE AGENCIES

This summary is a guide for parents of children in licensed child care agencies. It outlines some of the requirements child care agencies must meet in order to be licensed. The Department of Human Services licenses child care agencies with five (5) or more unrelated children operating for three (3) or more hours per day unless exempt. **The purpose of licensing is to help maintain healthy, safe, and developmentally appropriate environments for your child.** Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. You may ask your agency to see the complete set of licensure rules for child care agencies or you can access the rules through the Department's website at:

<https://www.tn.gov/humanservices/for-families/child-care-services.html>

### Ownership, Organization, and Administration

- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children less than six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- Written documentation that the parent performed an on-site visit to the agency to review the agency's facility and parent engagement strategies prior to enrolling the child (not required for children of homeless families).
- Child care agencies shall establish a drug testing policy for all staff having direct contact with children.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential(s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children, unless legal documents prohibit or restrict access.
- Children's Records
  - ✓ Written consent for emergency medical care.
  - ✓ Written plan stating to whom the child shall be released.
  - ✓ Written transportation agreement between parent and the center regarding daily transportation.
  - ✓ Daily attendance that includes time in and time out for each child.
  - ✓ Prior written permission of parent for each off-site activity.
- The agency or agency staff shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law.
- The child care agency's current license and agency report card shall be posted near the main entrance.
- Written expulsion policy clearly shared with parents and staff.

### Staff

- Family and group home child care agencies must notify parents in advance of the person in charge during primary educator's absence.
- A staff member shall be designated in charge in the absence of the primary educator / director and the name of the person in authority shall be posted.
- At all times, one (1) adult educator with at least a high school diploma shall be on the premises.
- Pre-service training for all staff prior to assuming duties.
- Substitutes providing services for more than 36 hours in a calendar year shall meet background check requirements and

have a physical exam prior to beginning duties.

- Volunteers cannot be counted to meet the adult: child ratios and shall never be left alone with children.

### Criminal Background Check

- Criminal background checks are required for all staff at least every five (5) years.

### Record Keeping

- A record for each child shall be maintained within the child care agency.
- Written plan of action must be endorsed by a physician for a child with life threatening allergies.
- Parent must provide written consent for emergency medical care/treatment.
- Written statement must be on file that lists to whom the child shall be released
- Written transportation agreement between parent and the child care agency regarding daily transportation.
- Maintain daily attendance records that include the full name and time in and time out for each child.
- Written permission slips from the parent for each field trip prior to the activity.
- Each child shall have a written transition plan for moving from one age group to another.
- The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.
- Children of homeless families and/or children in state custody may receive care for up to sixty (60) days prior to providing documentation of immunizations and well-child examinations.

### Incident Reporting

- Incidents, accidents, injuries and signs of illness shall be reported to the parent no later than the child's release on the date of occurrence.
- Incidents, accidents, injuries and signs of serious illness to children shall be documented immediately and must include: child's name and date of birth, name of person writing report, date & time of occurrence and completion of incident report, description of incident and circumstances, and actions taken by agency.
- The child care agency shall notify the Department of all serious incidents the same day of the incident by contacting the Complaint Hotline at 1-800-462-8261.

### Duty to Report Child Abuse and Neglect

- Every operator, owner, licensee, director, primary educator or staff member of, or substitute staff member or volunteer in, a child care agency licensed by the Department of Human Services is individually responsible and required to

immediately report any reasonable suspicion of child abuse or neglect to either the Department of Children's Services and/or local law enforcement or the judge of the juvenile court in the county of the child's residence, pursuant to T.C.A. §§ 37-1-403 and 37-1-605.

- All child care agency staff shall receive annual training regarding proper procedures to report child abuse and neglect.

### **Supervision**

- All areas of the building and grounds shall be visually inspected after closing the child care agency for the day to ensure no children have been unintentionally left in any part of the child care agency's facilities.
- Children shall be released to only the child's parent, or other person authorized by the parent in accordance with child care agency's policies.
- Child care agencies shall maintain a daily sign-in and sign-out sheet that includes each child's printed full name, date, time of entry, time of departure and space for the printed name and signature of parent or authorized representative.
- Educators providing supervision to children during meal and snack times are prohibited from performing activities/ duties unrelated to food service.
- Child care agencies shall develop, follow and post a written mealtime supervision plan.
- Child care agencies shall develop and follow a written playground supervision plan.
- During field trips, the adult:child ratios shall be doubled and attendance shall be checked upon departure and arrival at each destination and at the beginning and end of each activity (in family and group homes the adult:child ratio shall be increased by one (1) during field trips).
- When children are engaged in activities in or near a body of water, the following requirements shall be met:

| Age Group                           | Adult:Child Ratio |
|-------------------------------------|-------------------|
| 6 weeks-12 months                   | 1:1               |
| 13 months - 35months                | 1:2               |
| Three (3) years                     | 1:4               |
| Four (4) years                      | 1:6               |
| Five (5) years                      | 1:8               |
| School-age (Kindergarten and above) | 1:10              |

- One (1) adult present shall have a current certificate in advanced aquatics lifesaving skills and shall supervise above the level of the swimmers.
- Safe sleep supervision procedures must be followed to prevent suffocation and deaths in infants:
  - ✓ Infants shall sleep in cribs or play yards.
  - ✓ Infants shall not sleep on a sofa, soft mattress, adult bed, in a car seat, swing or other restraining devices.
  - ✓ Bibs shall be removed prior to placing a child in a crib for sleeping.
  - ✓ Soft bedding, mobile toys and other toys that attach to any part of the crib are prohibited.
  - ✓ Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib.
- Any practice that is an exception to the Department's safe sleep supervision procedures shall not be used without written authorization from a physician.

### **Health and Safety**

- Children shall be checked upon arrival each day for signs of illness and injury.
- The receiving educator shall document any obvious marks or injuries and shall note any comments from the parents pertaining to the marks or injuries.
- A child showing signs of illness shall be cared for apart from other children to the extent that supervision can be

maintained for all children, and the parent shall be contacted and arrangements made for pick up.

- At least one staff with certification in first aid and one certified in CPR on duty at all times.
- Impetigo and diagnosed strep shall be treated according to a licensed medical professional's instructions prior to readmission to the child care agency.
- Children diagnosed with scabies or lice shall have proof of treatment prior to readmission.
- All medications and preventative products such as non-prescription diaper cream, sun screen and insect repellent, shall be received from the parent by a designated staff person and administered by a designated staff person.
- Unused medication shall be returned to the parent.
- Medication shall never be handled by children or administered in bottles or infant feeders unless authorized by a physician.
- All medications shall be inaccessible to children unless a physician's authorization for the current school year is on file that allows a school-age child to have self-administered medication.
- Smoking is not permitted in any indoor area or vehicle of the child care agency at any time.
- The use of alcoholic beverages is not permitted in a child care agency during the hours of operation.
- Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child. (In a private residence, these items must be locked, out of sight and inaccessible to children).
- All items labeled "keep out of reach of children" shall be stored so that they are inaccessible to children.
- Personal belongings of residents and staff (purses, backpacks, coats, etc.) shall be inaccessible to children at all times.
- Children's diapers should be checked throughout the day to determine if they are wet or soiled.
- Educators shall provide rich social interchanges and engaging eye contact during diapering.
- Educators shall utilize sanitary diapering procedures.
- Pre-school and school-age children requiring assistance with toileting needs, shall receive assistance in a location designated for that purpose which provides privacy from other children and adults.
- Staff members with signs of a communicable disease shall not be present.

### **Food and Food Service**

- Educators and children shall wash their hands with soap and water.
- At mealtime, children shall be seated at tables and chairs of appropriate size, and an educator shall be near any table or high chair where a child is eating.
- Educators shall ensure that infants have completed feeding and swallowed all milk/formula prior to being laid down.
- Bottles shall not be propped or given to a child while lying flat.
- Children shall not be permitted to carry a bottle with them throughout the day.
- Children shall not have food or drink while in beds, cots, cribs or on mats.
- In order to prevent injuries related to bottle warmers and microwaves:
  - ✓ Crock pots are prohibited as bottle warmers.
  - ✓ Crock pots shall be kept in kitchen and inaccessible.
  - ✓ Microwave ovens and surrounding area, including cords, shall not be accessible to children.
  - ✓ School-age children shall use microwaves only under direct supervision.
- In order to prevent choking:
  - ✓ Solid foods, including cereal, shall not be given in bottles

or infant feeders to children with normal eating abilities unless written authorization from doctor.

- ✓ Food shall not be accessible/served until cut, chopped, diced, mashed for each child's age, chewing and swallowing ability.
- ✓ Educators shall check to ensure that no food is left in the mouth of a child prior to placing down for nap.
- ✓ Educator is prohibited from performing classroom duties unrelated to food service during mealtime.
- ✓ Children shall not wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing.
- All contents remaining in bottles after feeding shall be discarded immediately after feeding.
- Frozen breast milk shall be labeled with date expressed and name of child.
- Food, formula, milk or breast milk brought from home shall be labeled with the child's name; the date received and shall be refrigerated immediately.
- Previously opened baby food jars shall not be accepted in the child care agency.
- If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded.
- If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines.
- Breakfast shall be provided to children who arrive before 7:00 a.m. and have not had breakfast at home. (Not required if received at school)
- Children shall be given adequate time to eat.
- Food shall not be used as a reward and should not be forced or withheld.
- Each child's food allergies shall be posted where food is prepared and served.
- For a child with life threatening allergies, a written plan of action should be posted where the educator has immediate access.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Home preserved food and raw milk are prohibited.

#### **Equipment for Children**

- Developmentally appropriate equipment and furnishings shall be available for each age group.
- All indoor and outdoor large and heavy equipment, appliances and furnishings shall be secured to prevent falling or tipping over.
- Electrical cords and cords on window blinds or curtains shall be inaccessible to children.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least two (2) choices during play time.
- In infant/toddler rooms, equipment and a safe space shall be provided for climbing, crawling, pulling up and exploring without the use of confining equipment.
- Trampolines are prohibited.
- Climbers, swings and other heavy equipment that could cause injury if toppled shall be securely anchored.
- Climbers and swings shall have a protective fall zone surface recognized by CPSC as a shock absorbing, resilient material maintained at a minimum depth of six (6) inches. (Effective for family and group homes by 7/30/2019).
- Portable equipment shall be securely anchored or rendered immobile if required by manufacturer.
- A quiet rest area and cots or mats shall be available for all children who want to rest or nap.
- For health and safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his/her own

bedding.

- Cribs and play yards must comply with CPSC requirements.
- Mattresses and foam pads shall fit the crib without any gaps or spaces.
- A blanket or covering shall be available to each child age thirteen (13) months and older.

#### **Program, Language and Literacy**

- The educator(s) shall give individual attention to each child throughout the day (activities are specified for infant/toddler, pre-school, and school-age children). These activities include, but are not limited to, reading to infants, toddlers and preschool age children individually or in a group daily.
- Every child should have an opportunity to participate in program activities.
- Upon arrival, infants and toddlers shall be removed from car seats immediately.
- Child shall never be left unattended in any restraining device and shall not be kept in any restraining device longer than fifteen (15) minutes, except when eating while in a high chair.
- The use of electronic media and other electronic devices is prohibited for children less than two (2) years of age.
- Programs, movies, computer games, and music with violent or adult content shall not be permitted in children's presence.
- Child care agencies shall inform parents in writing of any scheduled media program viewing.
- Other activity choices shall be available to children who do not wish to participate in media time.
- An opportunity for outdoor play shall be extended to children of all ages who are in care for more than three (3) daylight hours unless outdoor play is prohibitive or dangerous.
- Children of all ages who are in care more than three (3) daylight hours shall have a daily opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the child.
- During outdoor play educators shall be alert for signs of weather related distress such as, dehydration, heat stroke, etc.
- Children in care for more six (6) hours or more shall have an opportunity for a reclining rest period.
- No child shall be forced to lay down/nap or stay on a cot/mat for an extended period of time.
- Nap areas shall have adequate lighting to allow the educator to see each child with a quick glance and respond appropriately to the child's physical and emotional needs.
- If music is played in areas where children sleep, it should be soothing and soft enough so children can be heard.
- Potentially shaming, humiliating, frightening, verbally abusive, injurious discipline methods/techniques that isolate children are prohibited.
- Discipline shall not be related to food, rest, or toileting.
- Spanking and all types of corporal punishment are prohibited.
- Staff shall not restrain a child by any means other than holding and then for only as long as necessary for the child to regain control.
- Toilet learning shall be done in cooperation with the parents, and communication with parents maintained throughout the process.
- Activities shall be intentionally planned based upon the developmental age of the child.
- Infants, less than six (6) months of age shall have direct supervised tummy time every day when they are awake.
- For ages three (3) through school-age, a personal safety curriculum shall be provided annually.



- For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.
- Parents shall be consulted in developing a plan to meet the individual needs of a child with special needs.

**Physical Facilities**

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- At least one (1) working telephone shall be available in the agency and the number made available to parents.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.
- The outdoor play area shall be enclosed by fence or barrier at least four (4) feet in height.
- Pre-play inspection of outdoor play area prior to use.
- Children shall not be present if an adequate water supply is not available.
- Children shall not be present if the sewage system is not operating.
- All rooms used by children shall be maintained at a temperature of between 68 to 78 degrees by means of heating, cooling or ventilation sources approved for use.
- Children shall not be present if indoor temperature cannot be maintained between 68 to 78 degrees.
- Unvented fuel burning heaters and portable heaters are prohibited.
- Swimming pools made inaccessible to children by use of fences and locked gates.
- Swimming is prohibited in drop-in care.
- Swimming pools and/or wading pools shall not be used without prior approval by the Health Department.
- If animals or birds are kept in classrooms as pets, they shall be caged away from the food storage and preparation area, and cages kept clean.
- Reptiles and amphibians shall not be kept as pets.

**Transportation**

- Child care agencies shall not transport children without prior written approval by the Department.
- Vehicle emergency evacuation drills conducted quarterly.
- Use of cell phones and texting is prohibited while driving.
- Routine transportation is limited to forty-five (45) minutes each way (does not apply to field trips for school-agers).
- Maintain documentation of daily inspections and necessary repairs
- The interior temperature of the vehicle shall be monitored during extreme weather to ensure child safety.
- An adult must be in the vehicle whenever a child is in the vehicle.
- A passenger log with the first and last name of each child shall be used to track the loading and unloading of children during transport.
- If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.
- The log shall be updated as children are released from the vehicle.
- When the child is released to a parent or other authorized person, that person must sign the log indicating the release of that child to them.
- Immediately upon unloading the last child the driver must walk through the vehicle to confirm that all the children are off the vehicle.
- A staff person designated as reviewer shall walk through the vehicle to confirm that all the children are off the vehicle. The reviewer shall have no other responsibilities during the walk

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through of the vehicle.

- Family and group homes with a single educator shall develop a Department approved alternative system for ensuring all children are off the vehicle.
- When children are transported to school, they shall be unloaded only at the location designated by the school and only at the time the school is officially open with staff present to receive them.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors shall hold current certification in CPR and First Aid.
- The following equipment shall be maintained in the vehicle and stored in a manner which is not readily accessible to children: fire extinguisher, emergency reflective triangles; first aid kit; seat-belt cutter or similar device manufactured and designed to immediately release the vehicle's child restraint system(s) in an emergency; blood borne pathogenic clean-up kit; and working flashlight.
- All child care vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety Standards for school buses.
- All child care vehicles designed by the manufacturer to carry ten (10) or more passengers must be inspected by the Department of Safety.
- Child passenger restraints must be used in accordance with state law and federal law.
- Signage that includes the agency name, phone number and the Department's toll-free Child Care Complaint phone number must be on child care vehicles.

**Emergency Preparedness**

- The agency, in consultation with appropriate local authorities, shall develop a written plan to protect children in the event of disaster.

**Specific Requirements For Family Child Care Homes**

- Adult:Child ratios shall be maintained at all times.
- Licensed capacity shall not be exceeded.
- Family Child Care Home Ratios and Group Size Chart

| Maximum Number of Children and Ages (Including children "related" to the primary educator under nine (9) years of age) | Educators Required |
|--|--------------------|
| Seven (7) or fewer children; and no more than four (4) under two (2) years   | 1                  |
| Seven (7) or fewer children; and five (5) or more under two (2) years  | 2                  |
| More than seven (7) children; and no more than four (4) under two (2) years  | 3                  |
| More than seven (7) children; and five (5) or more under two (2) years   | 3                  |

- Effective 7/30/2018, primary educators receiving an initial license shall have a high school diploma or equivalent.
- The primary educator shall not be employed or engaged in any other full-time activities during hours of operation.
- A qualified educator shall be on site any time the primary educator is not on site during child care operating hours.
- Ongoing training required in specific health and safety topics.
- The maximum number of children present inside a physical space shall be determined by minimum square footage requirements.
- If the number of children exceeds seven (7) at one time or care is provided in one room of the home, the area shall provide thirty (30) square feet per child of usable play space.

**Specific Requirements For Group Child Care Homes**

- Adult:Child ratios shall be maintained at all times.
- The maximum number of children present shall not exceed twelve (12). Exception: Three (3) additional school-age children may be in care before/after school, school holidays/snow days

and during summer vacation.

**Group Home Ratio and Group Size Chart:**

| Number of Children   | Ages of Children   | Educators Required |
|--|--|--------------------|
| Twelve (12) – Fifteen (15)<br>(any number over twelve (12) must be school-age) | No more than twelve (12) children three (3) years of age or older  | 1                  |
| Twelve (12) – Fifteen (15)<br>(any number over twelve (12) must be school-age) | Up to nine (9) children under three (3) years of age; and no more than four (4) present under two (2) years of age | 2                  |
| Twelve (12) – Fifteen (15)<br>(any number over twelve (12) must be school-age) | Ten (10) or more under three (3) years of age  | 3                  |

- If school-age children are enrolled, a school-age program shall be provided.
- If four (4) or more infants/toddlers attend a group child care home, they shall have a separate and distinct space and their own educator.
- When children are sleeping or resting, there shall be at least one (1) adult awake and supervising and adult to child ratios shall be maintained.
- Primary educators shall have a high school diploma or equivalent.
- Owners who are employed elsewhere shall ensure that a primary educator is always on-site.
- The primary educator shall not be employed at any other job during the hours of operation unless the Department has approved the primary educator's employment in an official capacity in a program sponsored or recognized by the Department.
- An educator shall be on-site any time that the primary educator is not on-site during child care operating hours.
- Ongoing training required in specific health and safety topics.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.

**Specific Requirements For Child Care Centers**

- Adult: child ratios must be maintained at all times.
- When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.
- Child Care Ratio and Group Size Charts

| Age of Children                     | Adult:Child Ratio | Maximum Group Size |
|-------------------------------------|-------------------|--------------------|
| 6 weeks – 15 months                 | 1:4               | 8                  |
| 12 months – 30 months               | 1:6               | 12                 |
| 24 months – 35 months               | 1:7               | 14                 |
| 3 years                             | 1:9               | 18                 |
| 4 years                             | 1:13              | 20                 |
| 5 years                             | 1:16              | 20                 |
| School-age (Kindergarten and above) | 1:20              | No max             |

| Age of Children      | Adult: Child Ratio | Maximum Group Size |
|----------------------|--------------------|--------------------|
| 6 weeks – 30 months  | 1:5                | 10                 |
| 2 years – 4 years    | 1:8                | 16                 |
| 2 ½ years – 3 years  | 1:9                | 18                 |
| 2 ½ years – 5 years  | 1:11               | 20                 |
| 2 ½ years – 12 years | 1:10               | 10                 |
| 3 years – 5 years    | 1:13               | 22                 |
| 4 years – 5 years    | 1:16               | 24                 |
| 5 years – 12 years   | 1:20               | No max             |

**Ratio Chart first/last hour and one-half (½) of each day only:**

| Age of Children     | Adult: Child Ratio | Maximum Group Size |
|---------------------|--------------------|--------------------|
| 2 ½ years – 5 years | 1:10               | 10                 |
| 3 years – 12 years  | 1:15               | 15                 |
| 4 years – 12 years  | 1:20               | 20                 |

- Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).
- Infants shall never be grouped with children older than thirty (30) months, and a separate area shall be provided for them.
- Children shall not be promoted to a new group until required based upon the age and developmental needs of the child.
- Groups, excluding infants & toddlers may be combined for short periods for a special activity of no more than sixty (60) minutes duration per day as long as adult:child ratios are met.
- Each group must have a designated classroom with enough space for the entire group.
- Child care centers shall provide written lesson plans for each group of children.
- When more than twelve (12) children in first grade and above are present, a separate educator, group, space and program shall be provided for them.
- Ratios can be relaxed during naptime and nighttime care but one (1) adult must be awake and supervising the children in each nap/sleeping area (infant/toddler ratios must be maintained).
- Ongoing training required in specific health and safety topics.
- The director of a single site child care center shall be at least twenty-one (21) years of age.
- The assistant director of a single child care center shall be at least eighteen (18) years of age.
- Each group of children shall have at least one (1) educator present who has a high school diploma or equivalent.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Individual lockers or cubbies, separate hooks and shelves or other containers, placed so that children may reach them, shall be provided for each child's belongings.
- In an infant or toddler room with more than one educator, each educator shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning, and record-keeping for the child, communication, general interaction with and routine care of the child.
- Following the issuance of an annual license, a child care center may operate without an on-site director for a period of not more than sixty (60) days total within the licensing year.

**Specific Requirements For Drop-In Child Care Centers**

- Before accepting a child for care, the parent shall provide a statement regarding the estimated amount of time that the parent anticipates that the child will be in attendance.
- The child care agency shall familiarize staff with personal safety material and be prepared to discuss those materials with parents.
- The drop-in center shall have an on-site director and the director shall be at least twenty-one (21) years of age.
- The director shall have earned a high school diploma or its equivalent and one (1) year of full-time work experience with children in a group setting.
- Ongoing training required in specific health and safety topics.
- Each educator who is used to meet the minimum required

adult:child ratio shall have a high school diploma.

- Children shall be placed in age appropriate groups and with adequate adult educator supervision:

| Age Grouping:                          |                   |
|--|-------------------|
| Age of Children                        | Adult:Child Ratio |
| Six (6) weeks –Fifteen (15) months     | 1:4               |
| Twelve (12) months – Thirty (30) month | 1:8               |
| Two (2) years                          | 1:12              |
| Three (3) years                        | 1:15              |
| Four (4) years                         | 1:18              |
| Five (5) years (not in Kindergarten)   | 1:20              |
| School-age (Kindergarten and above)    | 1:22              |

- The adult:child ratio for a multi-age group containing infants:

| Majority Age of Children Present    | One Infant | Two Infants |
|-------------------------------------|------------|-------------|
| 12 months – 30 months               | 1:8        | 1:6         |
| 2 years                             | 1:10       | 1:8         |
| 3 years                             | 1:12       | 1:10        |
| 4 years                             | 1:15       | 1:12        |
| 5 years (not in Kindergarten)       | 1:17       | 1:13        |
| School-age (Kindergarten and above) | 1:19       | 1:15        |

- If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program nutritional guidelines.
- The maximum number of children who may be present inside a physical space shall be determined in accordance with the minimum square footage requirements.
- A minimum of thirty (30) square feet of useable indoor play space shall be provided for each child.
- Each nap room shall contain a minimum of thirty (30) square feet of floor space per child.
- Staff shall have documentation of all children's allergies and how to deal with any allergic reaction.
- Staff shall review emergency preparedness and fire procedures and shall physically walk through the evacuation process every year.
- Prohibited activities include swimming, transportation and the provision of specialized services.

You can access the Department's website at:  
<http://tn.gov/humanservices>

A wealth of child care information can be found on the Department's website.

You can:

- ✓ Learn more about the rules
  - ✓ Learn more about the types of regulated care
  - ✓ Locate a child care provider
  - ✓ Learn more about the Report Card and Star Quality Program
  - ✓ Locate the local child care licensing office
  - ✓ Review the current personal safety curriculum
  - ✓ Read about new initiatives in child care
  - ✓ Locate the nearest child care certificate office
  - ✓ Find info on choosing child care
  - ✓ Locate a resource and referral center
- And much more!

**Report Card and Star Quality Program**  
<http://tnstarquality.org>

**Child Care Resource and Referral Centers**

Currently, there are eight (8) CCR&R service delivery areas located throughout the state. Child Care Resource and Referral helps parents find the type of care that is best for their child / children. These community resources also give providers technical assistance to better serve the children in their care. Contact information for the CCR&R centers can be found on the Child Care Services website.

**Child Care Complaint Hotline**

NASHVILLE AREA: (615) 313-4820  
 TOLL FREE: 1-800-462-8261

If you have a concern about an existing child care agency or wish to report an illegal operation call the Department's complaint hotline.

**Department of Children's Services Hotline**  
 Report Child Abuse or Neglect  
 1-877-237-0004

Information about child health, education, and development as well as available state services:  
<https://www.kidcentraltn.com/>



## Hamilton County-Chattanooga Area Resource Guide

**Bethany Christian Services, Chattanooga:** Free crisis pregnancy counseling and adoption planning.

[www.bethany.org/chattanooga](http://www.bethany.org/chattanooga)  
423-622-7360

**Bethel Bible Village:** Provides safe and nurturing homes for children of families in crisis.

[www.bbv.org](http://www.bbv.org)  
423-842-5757 ext. 222

**Big Brothers Big Sisters of Greater Chattanooga:** Provides an adult role-model for at-risk children 6-12 years old.

[www.bbbschatt.org](http://www.bbbschatt.org)  
423-698-8016

**Catholic Charities of East TN:** Programs include services for children and parents, counseling and educational services, housing needs, and immigrant outreach. Programs available to anyone, regardless of religious affiliation.

[www.ccentn.org](http://www.ccentn.org)  
865-524-9896

**Child Abuse Hotline:** Any suspicion of child abuse in Tennessee is to be reported to the Department of Children's Services.

<http://www.tn.gov/youth/childsafety/cah.html>  
1-877-54-ABUSE (1-877-542-2873)

**Children's Advocacy Center of Hamilton County:** Serves children who are alleged victims of physical or sexual abuse. Provides free community education on child abuse prevention and intervention. Twitter- @CACHC

[www.cachc.org](http://www.cachc.org)  
423-266-6918

**Choices Pregnancy Resource Center:** Free services, counseling, and referral sources for people in unintended pregnancies.

[www.choicesprcnw.org](http://www.choicesprcnw.org)  
423-892-0803

**Domestic Violence Hotline:** The Statewide Domestic Violence Hotline is a 24 hour referral and counseling hotline for victims of domestic violence.

<http://www.thehotline.org>  
1-800-356-6767

**First Things First:** A non-profit organization that is dedicated to strengthening families. Offer a variety of free educational seminars to teens and adults on the topics of parenting, dating, marriage, and family relationships.

[www.firstthings.org](http://www.firstthings.org)  
423-267-5383

**Fortwood Center:** Outpatient mental health clinic offering services to both children and adults in Chattanooga and the surrounding area.

**Chattanooga-Hamilton County Health Department:** [www.health.hamiltontn.org](http://www.health.hamiltontn.org)

- TENnder Care program: Community education regarding EPSDTs for children. 423-209-8336
- HUGS program: provides home visiting program to pregnant/postpartum teens and women to assist in obtaining health care, social services, and education. 423-209-8080
- CSS program: provides services for children birth to age 21 who have special health care needs. 423-209-8086

**Johnson Mental Health Center:** Provides an array of mental health services to children and adults.

[www.vbhcs.org](http://www.vbhcs.org)  
423-634-8884

**Mental Health Cooperative:** Behavioral health agency exclusively serving adults with serious mental illness and children and adolescents with serious emotional disorders through illness management, rehabilitation, and recovery.

[www.mhc-tn.org](http://www.mhc-tn.org)  
423-697-5950 Office  
423-697-5953 Intake

## Hamilton County-Chattanooga Area Resource Guide

**Parents Are First Teachers:** In-home parenting & early childhood education training for families with children birth through age 5.

<https://kidcentraltn.com/program/parents-are-first-teacher-s-healthier-beginnings-home-visiting-program>

423-209-8298

**Partnership for Families, Children, and Adults:** Provides counseling and support services, crisis services (including emergency shelter, transitional housing, sexual assault services, and domestic violence intervention), elder services, deaf services, and youth services (including foster care and adoption services).

[www.partnershipfca.com](http://www.partnershipfca.com)

423-755-2822

**Red Cross of the Greater Chattanooga Area:** Disaster & recovery services, youth programs, armed forces programs.

[www.chattanoogaredcross.org](http://www.chattanoogaredcross.org)

423-265-3455

**Relative Caregivers Program:** Support and assistance for relatives raising non-birth children.

[www.setaad.org/www/docs/108](http://www.setaad.org/www/docs/108)

1-866-735-8752

**Signal Centers:** Childcare resource and referral network. Includes working with early child care providers and parents to reduce the risk of child abuse and neglect.

<http://www.signalcenters.org>

423-698-8528

**Tennessee Baptist Children's Home:** TBCH cares children who are homeless due to family crisis. All children are accepted regardless of race, creed, or socio-economic background.

[www.tbch4kids.org](http://www.tbch4kids.org)

423-892-2722

**TN Human Trafficking Resource Center Hotline:** Provides help and services to anyone being forced to engage in any activity and cannot leave, such as commercial sex, housework, farm work, or any other activity. Anonymous, confidential, and available to non-English speakers.

1-855-55-TNHTH (1-855-558-6484)

**United Way of Greater Chattanooga:** Provides and coordinates a large variety of services for children, families, and adults.

[www.uwchatt.org](http://www.uwchatt.org)

423-752-0300

**Youth Villages:** In home counseling, mentoring, foster parenting training, adoption support, and crisis intervention for children and families.

[www.youthvillages.org](http://www.youthvillages.org)

423-954-8880

Compiled by the  
**Children's Advocacy Center of Hamilton County**  
[www.cachc.org](http://www.cachc.org)  
[@cachc](mailto:@cachc)



Emergency Information  
In an emergency call **911**

**POLICE**

Chattanooga.....423-698-2525  
East Ridge dispatch.....423-622-1725

**SHERIFF'S OFFICE**

Hamilton County.....423-209-7000

**FIRE**

Chattanooga.....423-266-2753

**MEDICAL**

Park Ridge East (nearest hospital) .....423-894-7870  
Ask A Nurse.....423-242-4128  
Poison Control (TN).....1-800-222-1222

**CHILD CARE**

Hamilton Co. Child Abuse and Neglect Hotline.....877-237-0004  
Child Care Complaint Hotline.....1-800-462-8261  
Child Care Licensing.....615-313-4778

**OTHER**

Aleph Bet Children's Center .....423-893-5486  
Jewish Federation of Greater Chattanooga.....423-493-0270  
Emergency Management Agency.....423-209-6900  
Hamilton County Animal Services.....423-624-5302  
McKamey Animal Shelter.....423-305-6500  
TN Emergency Management Agency App..... ReadyTN 2.0

