



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 custodial parent. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

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

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

Single-age grouping chart:

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

Multi-age grouping chart:

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

*Not including first grade children

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

Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Teachers and assistant teachers must be 21 years of age if hired after June 30, 2017. Any staff member under the age of 21 must be supervised by an adult, except for before and after school programs.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have professional development training. 24 hours is required for the 2017/2018 school year and 30 hours is required for the 2018/2019 school year and beyond. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-.09

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

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

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
 - Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
 - No swaddling or wrapping in a blanket.
 - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
 - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

Food, 0520-12-01-.11

- Children will receive meals based on the amount of hours spent in the program.
- Food should 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 hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12-01-.12

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

Transportation, 0520-12-01-.13

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

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

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.

- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

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

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

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**

معايير رعاية الأطفال التي تقدمها المدارس، الفصل 0520-12-01
الخلاصة

تنظيم وإدارة البرنامج، 0520-12-01-05

- يجب أن يكون لمركز رعاية الأطفال ميزانية ملائمة وكافية. ويجب الاحتفاظ بالتأمينات العامة وتأمينات السيارات وتأمينات المدفوعات الطبية على كافة الممتلكات والعربات التي يملكها أو يشغلها البرنامج.
- يجب أن تشمل ملفات الأطفال إستمارة طلب كاملة وسجلاً رسمياً للتطعيم (الحالات الإستثنائية سارية) وسيرة صحية.
- التواصل المستمر مع أولياء الأمور متوقع. ويجب أن تقدم البرامج لأولياء الأمور دليلاً يحتوي السياسات والإجراءات وإشترطات دائرة تربية تينيسي، الفصل 0520-12-01. ومن المتوقع أن يوقع أولياء الأمور على إستلام السياسات والإشترطات، ويتم حفظ ذلك في ملف الطفل. ويجب إعطاء جميع أولياء الأمور فرصة الزيارة قبل إلحاق أطفالهم.
- يجب أن يكون لأولياء الأمور وصول إلى كافة أماكن المركز عندما يكون طفلهم موجوداً.
- يجب أن يحصل أولياء الأمور على برنامج توعية متعلقة بالكشف عن إساءة معاملة الأطفال والإبلاغ عنها ومنع وقوعها.
- يجب أن تكون خطة كتابية موجودة لتسريح كل طفل، ويجب أن تشمل الأفراد الذين يسمح لهم أولياء الأمور بأخذ الطفل في نهاية اليوم أو أي وقت معين.
- على ولي الأمر أن يسجل خروج الأطفال من البرنامج. وقد يستلزم الموظفون مشاهدة هوية شخص عند تسريح طفل من البرنامج.
- سيتم الإبلاغ عن الإصابات والأحداث لولي الأمر بأسرع وقت ممكن أو في نهاية يوم المدرسة. ويجب توثيق ذلك في ملف الطفل.
- يجب حفظ سجلات موظفين لكل موظف بحيث تشمل خلفيته العلمية والإستعلامات من المراجع والسجل العدلي من مكتب تحقيقات تينيسي وتدريبه الداخلي والفحوص الجسدية وتقارير الأداء.
- إن كان المركز يقدم وسيلة نقل، على السائق أن يحمل الرخصة الملائمة وأن يحتوي ملفه على فحص للمخدرات وشهادة الإنعاش القلبي الرئوي [CPR]/ الإسعافات الأولية، ويجب أن يكون هناك تأمين ضد المسؤولية، ويجب أن يكون للأطفال ما يكفي من الأماكن والإشراف الملائمين. ويجب أن تكون وسيلة النقل التي يقدمها المركز أو التي تخضع لإعتماده ممتثلة لقانون الولاية.
- يجب أن تعرض البرامج "شهادة الموافقة" الحالية بحيث يسهل على أولياء الأمور والزوار مشاهدتها، بالإضافة إلى رقم الإتصال لرفع شكاوى رعاية الأطفال لدائرة الخدمات الإنسانية ورقم الخط الساخن لإساءة معاملة الأطفال لدائرة خدمات الأطفال.
- يجب أيضاً عرض لافتة منع التدخين بطريقة بارزة.
- يجب حفظ نسخة من ضوابط مجلس الولاية (الفصل 0520-12-01) في مكان مركزي ويجب أن تكون متاحة لجميع الموظفين وأولياء الأمور.

تشغيل (الإشراف على) البرامج، 0520-12-01-06

- يكون الإشراف الحريص على كل مجموعة متوقعاً في كافة الأوقات وملائماً لكل مجموعة عمر.
- يجب إتباع نسب البالغين مقابل الأطفال وأحجام المجموعات.

جدول مجموعات الأطفال ذوي سن واحد:

العمر	حجم المجموعة	نسبة البالغ مقابل الطفل
رضيع (6 أسابيع-12 شهراً)	8	1 مقابل 4
طفل (11-23 شهراً)	12	1 مقابل 6
سنتان (2) من العمر	14	1 مقابل 7
ثلاث (3) سنوات من العمر	18	1 مقابل 9
أربع (4) سنوات من العمر	20	1 مقابل 13
برنامج VPK، 619، PDG	20	1 مقابل 10

جدول مجموعات الأطفال ذوي أعمار متعددة:

العمر	حجم المجموعة	نسبة البالغ مقابل الطفل
رضيع - 18 شهراً	8	1 مقابل 4
18 - 36 شهراً	16	1 مقابل 8
3 - 4 سنوات فقط من العمر	20	1 مقابل 10
3 - 6 سنوات من العمر*	24	1 مقابل 13

*ما عدا الأطفال في الصف الأول

- يجب الحفاظ على أحجام المجموعات في قاعة الدراسة، لكن يمكن ضم الصفوف في الأماكن الخارجية أو في قاعات الغذاء المشتركة أو القاعات المشتركة المستخدمة لفترات النوم الوجيزة.
- يجب أن يكون لكل مجموعة مكانها الخاص. ولا يمكن الجمع بين الأطفال الرضع والأطفال في سن أكبر من 30 شهراً؛ ويجب توفير مكان منفصل للأطفال الرضع وحديثي المشي.
- في فترات النوم الوجيزة، يمكن التخفيف من النسب الخاصة بالمجموعات (ما عدا الرضع وحديثي المشي).
- تكون خطة كتابية إلزامية للإشراف في الملعب.
- تلزم الرحلات الميدانية مضاعفة نسب البالغين مقابل الأطفال. وللسباحة جدول منفصل للنسب ولا تشمل النسب حارس الإنقاذ في المسبح.

الموظفون، 0520-12-01-07

- يجب أن تتكون كافة البرامج من مدير وما يكفي من المدرسين والموظفين لإستيفاء النسب المطلوبة من الإشراف الملائم.
- يجب أن يتميز الموظفون بإستقرار جسدي وعقلي وعاطفي من أجل العمل مع الأطفال وأن يكونوا على معرفة بسلوكيات الطفولة المبكرة ونموها.
- يجب أن يكون المدرسون ومساعدو المدرسين في الـ 21 سنة من العمر إن تم توظيفهم بعد 30 يونيو/حزيران 2017.
- ويجب أن يحظى أي فرد موظف دون الـ 21 سنة من العمر بإشراف شخص بالغ، ما عدا البرامج قبل المدرسة وبعدها.
- على جميع الموظفين الجدد إستكمال ساعتين من الجلسات التوجيهية قبل تولي مهامهم والحصول على دروس سنوية في مواضيع الطفولة المبكرة التي تكون إلزامية في فقرة هذا الفصل.
- يجب أن يحتفظ البرنامج بوثائق كتابية تفيد بأن كل موظف قد قرأ المجموعة الكاملة من الضوابط السارية.
- يجب الإحتفاظ بنسخة من كامل الضوابط ويجب أن تكون سهلة المنال لجميع الموظفين.
- يجب أن يخضع جميع الموظفين للتحقيق في سجلهم العدلي عند توظيفهم ويجب إخلاء ذمتهم قبل تولي مهامهم.
- وتكون عينة جديدة من البصمات إلزامية كل 5 سنوات لجميع الموظفين.
- على المدير أن يكون مسؤولاً عن العمليات اليومية، وأن يحضر شخصياً إلى المركز لمدة لا تقل عن نصف ساعات العمليات، وألا يقل سنه عن 21 عاماً، وأن يتبع إرشادات المؤهلات المدرجة في فقرة هذا الفصل.
- يمكن تعيين مدير مساعد ليكون مسؤولاً في غياب المدير.
- يجب أن يكون جميع المدراء ومساعدو المدراء والمدرسون ومساعدو المدرسين وغيرهم من الموظفين العاملين مباشرة مع الأطفال قد خضعوا لتدريب على التنمية المهنية. وتكون 24 ساعة إلزامية للسنة الدراسية 2018/2017 وتكون 30 ساعة إلزامية للسنة الدراسية 2019/2018 وما بعدها. ويجب أن يخضعوا لما لا يقل عن 6 ساعات من التدريب على ممارسات التعليم الملائمة لدرجة النمو.

البرنامج، 0520-12-01-09

- يجب أن تكون أنشطة التعليم ملائمة من حيث النمو لعمر وقدرة الأطفال الملتحقين. (راجع TN-ELDS للأطفال في سن الولادة-48 شهراً و TN-ELDS للأطفال في سن 48 شهراً-صيف الروضة)
- يجب أن تحظى أي تكنولوجيا يستخدمها الأطفال لإستعراض الموظفين وموافقة أولياء الأمور ويجب ألا تتجاوز ساعتين باليوم.
- يجب ألا يبقى الأطفال في أجهزة مقيدة (الأراجيح، مقاعد السيارة، الكراسي العالية، إلخ.) لفترات أطول من 30 دقيقة.
- يجب أن تتسنى للأطفال فرص العمل جماعياً وكذلك بفردهم عندما يختارون القيام بذلك.
- يجب تعليم السلامة الشخصية كل سنة للأطفال في 3 سنوات من العمر حتى سن المدرسة.
- يجب أن يكون اللعب خارجاً متاحاً للأطفال من كافة الأعمار والخاضعين للرعاية لمدة أكثر من 3 ساعات في النهار، حسيماً يسمح به الطقس (تتراوح درجات الحرارة بين 32-95).
- يجب أن يكون ضبط السلوك والانضباط معقولين وملائمين لعمر الأطفال. والصفع أو غيره من العقاب الجسدي غير مسموح. ويجب أن تكون فترة العقاب المؤقتة مبنية على عمر الطفل وأن تحدث في مكان ملائم.
- يجب ألا يكون الأطفال في الرعاية لمدة أطول من 12 ساعة باليوم.
- يجب أن تحدث الأعمال الروتينية مثل الوجبات الخفيفة والوجبات العادية وفترات الإستراحة في الوقت نفسه تقريباً كل يوم.

الصحة والسلامة، 0520-12-01-10

- يجب أن تكون عدة الإسعافات الأولية في الأماكن ويجب أن يتوفر جدول أو قائمة شاملة بالإسعافات الأولية.
- يجب أن يكون موظف موجوداً في كافة الأوقات وأن يحمل إعتياداً حالياً في التدريب على الإنعاش القلبي الرئوي [CPR] والإسعافات الأولية.
- تكون خطة كتابية إلزامية لحماية الأطفال أثناء الكوارث. ويجب ممارسة التدريبات وتوثيقها كل شهر. ويجب ممارسة ما لا يقل عن تدريب واحد أثناء ساعات الرعاية الممتدة.
- التدخين وإستهلاك الكحول غير مسموحين داخل الأماكن برنامج لرعاية الأطفال.
- الأسلحة النارية غير مسموحة داخل الأماكن أو في عربة مستخدمة لنقل الأطفال.
- يجب حفظ سكاكين المطبخ أو غيرها من الأدوات الخطرة المحتملة بعيداً عن متناول الأطفال.
- يجب حفظ الأمتعة الشخصية للموظفين بعيداً عن متناول الأطفال.
- يجب إدراج أرقام الإتصال في الطوارئ وعرضها قرب كافة الهواتف.
- يجب إجراء فحوص صحية صباحية منتظمة لكل طفل وإخطار أولياء الأمور فوراً عندما يكون طفل مريضاً أو عندما يتعرض لإصابة.
- لا يمكن إعطاء دواء لأي طفل بدون موافقة خطية من ولي الأمر.
- يجب إتباع ممارسات النوم الآمنة الخاصة بالرضع:
 - يوضع الرضيع على ظهرهم للنوم وفي سرير للرضع أو سرير نقال للعب الرضع على أن يغطي بملاءة/شترشف واحد. وبطانيات الفراش الطرية غير مسموحة.
 - لا تقيط أو لف بغطاء.
 - على المدرسين في قاعات الرضع لمس الرضيع كل 15 دقيقة للتحقق من التنفس وحرارة الجسم.
 - يجب أن يخضع المدرسون في قاعات الرضع لتدريب على "متلازمة موت الرضيع المفاجئ" [SIDS] والنوم الآمن قبل البدء بالعمل.
- يجب إتباع إجراءات غسل اليدين والحفاظات من أجل منع إنتشار الجراثيم في قاعات الدراسة.
- يجب أن تكون الأجهزة الملائمة لنمو الأطفال في حالة جيدة للتصليح وسهلة التنظيف. ويجب إتباع كافة تعليمات سلامة المصنع.
- يجب أن تبقى الأسلاك وعلب التوزيع الكهربائية بعيدة عن متناول الأطفال.
- يجب أن يكون للأطفال مكان لحفظ أمتعتهم بحيث تقلل من إنتشار الجراثيم.
- يجب أن يكون لكل طفل ما يخصه من لوازم النوم (فراش أو سرير نقال بسماكة 2 إنش؛ وملاءة أو غطاء للفراش؛ وغطاء لجسمه)
- على جميع الموظفين أن يبلغوا عن شذوّهات معقولة بوجود إساءة معاملة الأطفال لرقم الخط الساخن لدائرة خدمات الأطفال أو مسؤولي إنفاذ القوانين (ضباط الشرطة) المحليين. ويكون التدريب السنوي على ذلك إلزامياً.

الأغذية، 0520-12-01-11

- سيحصل الأطفال على الوجبات الغذائية بناءً على عدد الساعات التي يتم قضاؤها في البرنامج.
- يجب عدم نزع الأغذية ولا منعها عن الأطفال.
- يجب حمل الرضع أثناء الإرضاع بالقنينة/الزجاجة ولا يجوز تسخين القنينة في فرن الميكروويف.
- يجب تزويد خطط التغذية الخاصة والتعليمات كتابياً.
- يجب عرض قائمة بالأغذية كل أسبوع. ويجب توثيق التغييرات في الوجبة قبل حدوثها.
- على المدرسين والأطفال غسل أيديهم عند التعامل مع الأغذية وأكلها.
- يجب غسل كافة أسطح الأكل بالماء والصابون وتطهيرها قبل الأكل وبعده.
- على الأطفال الجلوس على طاولات مناسبة لحجمهم وعلى البالغين الإشراف عليهم عن كثب أثناء تناول الطعام.
- يجب وضع الحليب/اللبن في البراد/الثلاجة فور تقديمه. ويجب التخلص من الحليب المركب المتبقي في القنينات/الزجاجات بعد الإرضاع.
- يجب استخدام القيود الخاصة بشركة الصنع على الكراسي العالية.
- يجب تناول الأغذية وحفظها بشكل ملائم لحمايتها من التلوث.
- يجب ألا يُترك الحليب/اللبن والأغذية القابلة للتلف على الطاولة لمدة أطول من 15 دقيقة قبل تقديمها.

المرافق الفعلية، 0520-12-01-12

- يجب أن تخضع كافة المرافق لفحص سنوي لأجهزة الإطفاء ولتفتيش صحي.
- يكون وجود هاتف صالح إلزامياً.
- تكون فسحة لعب داخلية بمساحة أدناها 30 قدم مربع إلزامية لكل طفل.
- يجب أن يكون المكان نظيفاً وآمناً ليستخدمه الأطفال.
- تكون فسحة خارجية بمساحة أدناها 50 قدم مربع إلزامية لكل طفل.
- يجب أن يكون المكان الخارجي محاطاً بسور.
- يجب أن تكون أدوات اللعب الخارجية مناسبة لعمر مجموعة الأطفال.
- يجب وضع أدوات اللعب الخارجية بحيث تمنع حدوث إصابة ويجب أن يكون سطحها مكوناً من مواد مرنة من أجل إخماد صدمة السقوط.
- يجب الصيانة الملائمة للملعب الخارجي وفقاً لخطة كتابية لصيانة الملعب. ويكون التفحص قبل اللعب إلزامياً قبلما يلعب الأطفال خارجاً.
- يجب تقديم المياه الصالحة للشرب في كافة القاعات المأهولة.
- يجب أن تبقى الحرارة ملائمة في كافة قاعات الدراسة.
- يجب أن تبقى الحيوانات الأليفة المحفوظة في قاعات الدراسة في قفس نظيف وبعيداً عن أماكن حفظ الأغذية أو تحضيرها.

النقل، 0520-12-01-13

- يجب إتباع كافة قوانين النقل في كافة الأوقات وهي محددة في "لائحة نقل التلاميذ" [Pupil Transportation Rule] (2) 0520-01-05-01 التي وضعها مجلس التعليم في الولاية.
- يكون التأمين ضد المسؤولية إلزامياً لكافة العربات.
- عربات الفان التي تستوعب 15 راكباً محظورة تماماً.
- يجب استخدام مثبتات المقاعد الملائمة للطفل الراكب عند نقل الأطفال في عربات الركاب.
- يجب أن يحمل جميع سائقو باصات المدارس التراخيص الملائمة وأن يكونوا قد خضعوا لتحقيق في خلفيتهم عبر الدائرة وأن يستكملوا فحصاً جسدياً وعقلياً سنوياً وأن يستكملوا تدريباً سنوياً على قيادة باصات المدرسة وأن يستكملوا اعتماداً في الإنعاش القلبي الرئوي [CPR].
- قد يكون المراقبون البالغون مطلوبين بالإضافة إلى السائق من أجل الإشراف الملائم على الأطفال وهم في طريقهم إلى مكان معين.
- يجب حفظ قوائم للركاب ويجب تفحص العربات عند نهاية الرحلة للحرص على عدم ترك أي طفل داخلها.

رعاية الأطفال ذوي الاحتياجات الخاصة، 0520-12-01-14

- عند إلحاق الأطفال ذوي الاحتياجات الخاصة، يجب بذل كافة الجهود المعقولة والملائمة لتزويد هؤلاء الأطفال بفرصة متكافئة للمشاركة في أعمال البرنامج نفسها التي يشارك فيها نظراؤهم.
- يجب توجيه التكييفات مع البيئة نحو تطبيع أسلوب حياة الطفل ذي إعاقة من خلال مساعدته على أن يصبح مستقلاً وأن ينمي مهارات المساعدة الذاتية.
- يجب أن يخبر البرنامج أولياء الأمور بأي خدمات متخصصة متوفرة من البرنامج، وإن كان البرنامج على إدراك بأي خدمات متخصصة متوفرة عبر أطراف ثالثة، يجب أن يخبر أيضاً ولي الأمر بهذه الخدمات.
- يجب أن تتولى المؤسسة المسؤولة وضع سياسات وإجراءات، وفقاً لـ 0520-01-09-23 السارية على الموظفين المخولين لإستخدام إستراتيجيات التدريب على العزل والتقييد وإجراءات الإبلاغ عن وقوع حادثة.

برامج الأطفال في سن المدرسة قبل وبعد ساعات المدرسة، 0520-12-01-15

- يجب أن يكون جميع الموظفون في الـ 18 سنة من العمر.
- ساعات تدريب التنمية المهنية إلزامية: 18 ساعة للمدراء و 12 ساعة للموظفين.
- النسبة لأطفال صف الروضة – 12 سنة هي 1 مقابل 20 والنسبة للأطفال في الـ 13 سنة من العمر وأكبر هي 1 مقابل 30.
- إلتزامات النسب وحجم المجموعة عند إلحاق الأطفال في سن ما قبل صف الروضة في البرنامج

العمر	حجم المجموعة	نسبة البالغ مقابل الطفل
بمن فيهم الأطفال في الـ 3 سنوات من العمر	15	1 مقابل 10
بمن فيهم الأطفال في الـ 4 سنوات من العمر	20	1 مقابل 12

الخط الساخن للشكاوى: (خارجي) 1-800-462-8261
(منطقة ناشفيل) 615-313-4820

**Estándares para el Cuidado Infantil Administrado por la Escuela, Capítulo 0520-12-01
RESUMEN**

Organización y administración del programa, 0520-12-01-.05

- El centro de cuidado infantil tiene que contar con el presupuesto adecuado. Se tiene que contar con seguro de responsabilidad civil general, seguro de responsabilidad civil automovilístico, y seguros médicos en todas las propiedades y los vehículos pertenecientes al programa o gestionados por el mismo.
- En el expediente del niño tiene que aparecer una solicitud completada, una constancia de vacunación oficial (se aplican excepciones), y los antecedentes de salud.
- Se espera una constante comunicación con los padres. Los programas tiene que proporcionar un manual de padres con las políticas, los procedimientos y los requisitos del capítulo 0520-12-01 del TDOE (Departamento de Educación de Tennessee). Se espera que los padres firmen acuso de recibo de las políticas y los requisitos, y ello se ha de mantener en el expediente del niño. Todos los padres recibirán la oportunidad de hacer una visita previa a la colocación.
- Los padres tienen que tener acceso a todas las áreas del centro cuando sus niños estén presentes.
- Los padres tienen que recibir un programa educativo sobre detección, información y prevención del maltrato infantil.
- Se tiene que contar con un plan escrito para la entrega de cada niño, lo cual n incluir a las personas que están autorizadas por los padres a recoger al niño al final del día o en cualquier momento.
- El padre que tiene custodia tiene que firmar su nombre cuando recoge su niño. El personal puede exigir ver algún tipo de identificación de la persona antes de soltar al niño del programa.
- Las lesiones y los incidentes serán comunicados a los padres tan pronto como sea posible o al final de la jornada escolar. Esto también debe documentarse en el expediente del niño.
- Se tienen que mantener expedientes laborales de cada empleado con sus antecedentes educativos, revisión de referencias, antecedentes de TBI (Buró de Investigaciones de TN), capacitaciones, exámenes físicos y evaluaciones de desempeño.
- Si el centro proporciona el transporte, el conductor debe estar debidamente autorizado, contar con pruebas de detección de drogas en su expediente, y certificación de capacitación en primeros auxilios/resucitación cardiopulmonar, se tiene que contar con seguro de responsabilidad civil y los niños tienen que estar debidamente supervisados y contar con el espacio adecuado. El transporte proporcionado por el centro o bajo autorización del centro deberá regirse por las leyes del estado.
- Los programas tienen que publicar el Certificado de autorización actualizado en un lugar donde los padres y los visitantes puedan verlo fácilmente, junto con el número de teléfono de quejas respecto a guarderías del Departamento de Servicios Humanos y el número de teléfono de la línea directa para denuncias de maltrato infantil del Departamento de Servicios a Niños.
- Los carteles de no fumar también tienen que ser anunciados en un lugar visible.
- Se tiene que mantener una copia de las reglas de la junta del estado (capítulo 0520-12-01) en un espacio centralizado y estar a disposición de todo el personal y los padres.

Funcionamiento del programa (Supervisión), 0520-12-01-0,06

- Se espera que se supervise debidamente a cada grupo en todo momento y que la supervisión sea adecuada para cada grupo etario.
- Se debe respetar la proporción de adulto/niño y el tamaño del grupo.
Gráfico de agrupación por edad de una misma edad:

EDAD:	TAMAÑO DEL GRUPO	PROPORCIÓN DE ADULTO/NIÑO
Bebés (6 semanas a 12 meses)	8	1:4

Infantes (11 meses a 23 meses)	12	1:6
Niños de dos (2) años	14	1:7
Niños de tres (3) años	18	1:9
Niños de cuatro (4) años	20	1:13
VPK, 619, PDG	20	1:10

Gráfico de agrupación por edad de varias edades:

EDAD:	TAMAÑO DEL GRUPO	PROPORCIÓN DE ADULTO/NIÑO
De infante a 18 meses	8	1:4
De 18 a 36 meses	16	1:8
De 3 a 4 años solamente	20	1:10
De 3 a 6 años*	24	1:13

*No incluye niños de primer grado

- Se tiene que respetar el tamaño del grupo en el salón de clases, pero las clases se pueden combinar mientras están al aire libre, en las áreas comunes del comedor o en las áreas comunes para la siesta.
- Cada grupo tiene que contar con su propio espacio. Los bebés no se pueden agrupar con niños mayores de 30 meses; se tiene que contar con un área independiente para los bebés y niños pequeños.
- A la hora de la siesta, las proporciones para grupos pueden ser menos estrictas (excepto para los bebés y los niños pequeños).
- Es necesario contar con un plan escrito de supervisión en el área de juegos.
- Para las excursiones se requiere que se duplique la proporción de adulto/niño. Para la natación el gráfico de proporción es diferente y la proporción no incluye el socorrista.

Personal, 0520-12-01-.07

- Todos los programas tienen que contar con un director y suficientes maestros y empleados como para cumplir con las proporciones necesarias para la debida supervisión.
- Los empleados tienen que estar física, mental y emocionalmente estables para trabajar con niños y contar con conocimientos acerca de las conductas y el desarrollo de la primera infancia.
- Los maestros y auxiliares de maestros tienen que tener 21 años si son contratados después del 30 de junio de 2017. Todo miembro del personal que tenga menos de 21 años tiene que ser supervisado por un adulto, excepto en el caso de programas antes y después del horario de clases.
- Todos los empleados nuevos tienen que completar 2 horas de orientación antes de asumir sus deberes y recibir la instrucción anual en temas de la primera infancia requerida por esta sección de este capítulo.
- El programa tiene que mantener documentación escrita de que cada empleado ha leído en su totalidad el conjunto de normas aplicables.
- Se tiene que mantener una copia del conjunto de normas y todos los empleados tienen que tener fácil acceso al mismo.
- Se tiene que realizar una revisión de antecedentes penales de todos los empleados al momento de la contratación y el empleado tiene que pasar dicha revisión antes de poder asumir sus deberes. Se tiene que tomar una nueva muestra de las huellas digitales cada 5 años para todos los empleados.
- El director será responsable de las operaciones diarias, deberá estar físicamente presente en las instalaciones al menos la mitad del horario de funcionamiento, tener al menos 21 años, y cumplir con las pautas de cualificación que figuran en esta sección de este capítulo.
- El subdirector podrá quedar a cargo del plantel cuando el director esté ausente.

- Todos los directores, subdirectores, maestros, auxiliares de maestros y demás personal que trabajan directamente con los niños tienen que recibir formación para el desarrollo profesional. Es obligatorio que reciban 24 horas para el año escolar 2017/2018 y 30 horas para el año escolar 2018/2019 y subsiguientes. Al menos 6 de las horas de desarrollo profesional tienen que ser en las prácticas de alfabetización apropiadas para el nivel de desarrollo.

Programa, 0520-12-01-.09

- Las actividades docentes tienen que ser apropiadas para la edad y la capacidad de los niños matriculados. (Ver TN-ELDS del nacimiento a los 48 meses y TN-ELDS de los 48 meses a kindergarten).
- Toda la tecnología utilizada por los niños tiene que ser revisada por el personal, autorizada por los padres, y su uso no deberá exceder 2 horas diarias.
- Los niños no deben permanecer en dispositivos restrictivos (columpios, asientos de coche, sillas altas, etc.) por períodos de más de 30 minutos.
- Los niños deben tener la oportunidad de jugar juntos y también poder jugar solos si deciden hacerlo.
- Se tiene que instruir a los niños en seguridad personal todos los años para los niños de 3 años a edad escolar.
- Se tiene que proporcionar juegos al aire libre para todas las edades para los niños que son cuidados durante más de 3 horas del día, si las condiciones meteorológicas lo permiten (intervalos de temperatura de 32 a 95 grados).
- Las medidas de disciplina y de control del comportamiento tienen que ser razonables y apropiadas para la edad. No está permitido dar nalgadas ni ningún otro tipo de castigo corporal. Los castigos de aislamiento tienen que basarse en la edad del niño y tener lugar en una ubicación apropiada.
- Los niños no deben permanecer en la guardería durante más de 12 horas al día.
- Las rutinas como las meriendas, comidas y los descansos deben producirse aproximadamente a la misma todos los días.

Salud y seguridad, 0520-12-01-.10

- Se tiene que contar con un kit de primeros auxilios, así como un gráfico o lista de primeros auxilios.
- Se tiene que contar en todo momento con la presencia de un miembro del personal que cuente con certificación actualizada en RCP (resucitación cardiopulmonar) y primeros auxilios.
- Es obligatorio contar con un plan escrito para proteger a los niños en caso de desastres. Se tiene que realizar simulacros y documentarse la práctica de los mismos todos los meses. Se tiene que practicar al menos un simulacro durante los horarios de cuidado después del horario regular.
- No se permite fumar o consumir bebidas alcohólicas en los locales de los programas de cuidado infantil.
- No se permiten las armas de fuego en los locales o en los vehículos utilizados para el transporte de los niños.
- Los cuchillos de cocina u otras herramientas potencialmente peligrosas tienen que mantenerse fuera del alcance de los niños.
- Las pertenencias personales de los empleados tienen que ser mantenidas fuera del alcance de los niños.
- Los números de contacto de emergencia tienen que aparecer publicados cerca de todos los teléfonos.
- Se deben realizar regularmente controles de salud a cada niño todas las mañanas y notificar a los padres inmediatamente si el niño está enfermo o lesionado.
- No se pueden administrar medicamentos a ningún niño sin el consentimiento escrito de la madre/el padre/tutor.
- Se tiene que cumplir con las prácticas de sueño seguro para los bebés:
 - Se debe poner a los bebés boca arriba para dormir en la cuna o el corral con una sábana solamente. No se permite el uso de materiales de cama blandos para bebés.

- No se puede envolver a los bebés en una sábana o manta.
- Los maestros tienen que tocar a los bebés cada 15 minutos para revisar la temperatura corporal y que estén respirando bien.
- Los maestros al cuidado del salón de bebés tienen que contar con formación en el Síndrome de muerte súbita del lactante (SIDS, por sus siglas en inglés) y técnicas de sueño seguro antes de poder asumir sus deberes.
- Se tiene que seguir los procedimientos de lavado de manos y de cambio de pañales para minimizar la propagación de gérmenes en las aulas.
- Es obligatorio usar equipos apropiados para el desarrollo que estén en buenas condiciones y sean fáciles de limpiar. Se tiene que seguir todas las instrucciones de seguridad del fabricante.
- Se deben mantener fuera del alcance los niños todos los cables eléctricos y enchufes.
- Los niños tienen que tener un lugar para guardar sus pertenencias que minimice la propagación de gérmenes.
- Cada niño tiene que tener su propio equipo de siesta (un colchón o catre de 2" de espesor; una sábana o cubierta para el colchón; y un cobertor para el cuerpo)
- Todo el personal está obligado a denunciar sospechas razonables de maltrato infantil a la línea directa para denuncias de maltrato infantil del Departamento de Servicios a Niños (DCS) o a las autoridades locales. Es obligatorio recibir capacitación anual sobre este asunto.

Alimentos, 0520-12-01-.11

- Los niños recibirán comidas basadas en la cantidad de horas que asistan al programa.
- No se debe forzar a los niños a comer los alimentos ni quitarles los alimentos.
- Se tiene que cargar a los bebés durante la alimentación con biberón y no se pueden calentar los biberones en el microondas.
- Las dietas especiales y sus instrucciones tienen que ser proporcionadas por escrito.
- Todas las semanas se publicará el menú de la semana. Los cambios en las comidas tienen que ser documentados antes de las comidas.
- Los maestros y los niños tienen que lavarse las manos al manipular y comer los alimentos.
- Todas las superficies para comer tienen que ser lavadas con agua y jabón y desinfectarse antes y después de las comidas.
- Los niños tienen que estar sentados en las mesas del tamaño adecuado y los adultos tienen que supervisarlos mientras comen.
- La leche tiene que colocarse en el refrigerador inmediatamente después de que se sirva. La fórmula infantil restante en los biberones después de la alimentación tiene que ser desechada.
- Se tiene que usar las restricciones recomendadas por el fabricante de las sillas altas.
- Los alimentos tienen que ser manipulados y almacenados adecuadamente para protegerlos de la contaminación.
- La leche y los alimentos perecederos no deben llevarse a la mesa más de 15 minutos antes de ser servidos.

Instalaciones físicas, 0520-12-01-.12

- Todas las instalaciones tienen que pasar una inspección anual sanitaria y de incendios.
- Es necesario contar con un teléfono que funcione.
- Es necesario contar con un espacio interior para juegos de un mínimo de 30 pies cuadrados por cada niño.
- El área tiene que estar limpia segura para el uso de los niños.
- Es necesario contar con un espacio exterior para juegos de un mínimo de 50 pies cuadrados por cada niño.
- El área exterior tiene que estar cercada.
- Los equipos de juego al aire libre tienen que ser adecuados para el grupo etario de cada niño.
- Los equipos de juego al aire libre tienen que colocarse de manera que eviten lesiones y contar con una cantidad adecuada de material de superficie resistente para amortiguar las caídas.

- El área de juegos exterior tiene que estar bien mantenida y se tiene que contar con un plan escrito de mantenimiento del área. Es obligatorio hacer una inspección de cada niño antes de salir a jugar al aire libre.
- Se debe proporcionar agua potable en todos los salones ocupados.
- Se tiene que mantener temperaturas adecuadas en las aulas.
- Las mascotas del aula tienen que mantenerse en una jaula limpia y mantenerse alejadas del área de almacenamiento de alimentos o del área de preparación de alimentos.

Transporte, 0520-12-01-.13

- Se tiene que respetar todas las leyes del transporte en todo momento tal y como se definen en la Regla de Transporte de Alumnos de la Junta Estatal de Educación en 0520-01-05-.01 (2).
- Es obligatorio contar con cobertura de seguro de responsabilidad automovilística para todos los vehículos.
- Se prohíbe estrictamente el uso de furgonetas de 15 pasajeros.
- Se deben usar las medidas adecuadas de restricción de niños pasajeros para el transporte de niños en vehículos de pasajeros.
- Todos los conductores de autobuses escolares tienen que estar debidamente autorizados, haberse sometido a una revisión a fondo de antecedentes penales por parte del departamento, completar un examen físico y mental anual, completar capacitación en la conducción de autobuses escolares y completar la certificación de RCP.
- Es posible que sea necesario el uso de otros adultos aparte del conductor del autobús para que supervisen a los niños durante el viaje.
- Se tiene mantener registros de pasajeros y hacer una inspección de los vehículos al final del viaje para asegurar que ningún niño se quede dentro.

Cuidado de niños con necesidades especiales, 0520-12-01-.14

- Cuando haya niños con necesidades especiales matriculados, se hará todo esfuerzo razonable y adecuado necesario para brindar a los niños igualdad de oportunidades en la participación de las mismas actividades del programa que sus compañeros.
- Se harán adaptaciones al entorno dirigidas a la normalización de la vida del niño con discapacidad para ayudar al niño a ser independientes y a desarrollar habilidades de autoayuda.
- El programa informará a los padres de cualquiera de los servicios especializados disponibles en el programa, y si el programa tiene conocimiento de algún servicio especializado disponible a través de terceros, también deberá informar a los padres de dichos servicios.
- El organismo rector tiene debrá crear políticas y procedimientos, conforme al 0520-01-09-.23, acerca del personal autorizado a utilizar aislamiento y restricción, los requisitos de formación y los procedimientos de notificación de incidentes.

Programas antes y después del horario escolar en las escuelas 0520-12-01-.15

- Todos los empleados tienen que tener 18 años.
- Es obligatorio que reciban horas de capacitación en desarrollo profesional: 18 horas para los directores y 12 horas para el personal.
- Proporción de kindergarten a 12 años es 1:20 y a 13 años o más es 1:30.
- Hay otros requisitos de proporción y tamaño del grupo si hay niños de pre-kindergarten matriculados en el programa

EDAD:	Tamaño del grupo	Proporción de adulto/niño:
Incluidos niños de 3 años	15	1:10
Incluidos niños de 4 años	20	1:12

**LÍNEA DIRECTA DE QUEJAS: (LARGA DISTANCIA) 1-800-462-8261
(ÁREA DE NASHVILLE) 615-313-4820**

***For Compliance:**

*Chapter 0520-12-01 Standards for School-Administered Child Care Programs:
http://publications.tnsosfiles.com/rules_all/2018/0520-12-01.20180201.pdf

*Vulnerable Persons Registry, Department of Health: <https://apps.health.tn.gov/AbuseRegistry/default.aspx>

*Sex Offender Registry, TBI: <http://sor.tbi.tn.gov/SOMainpg.aspx>

*Safe Sleep: <http://www.childrenshospital.vanderbilt.org/safesleep>

*** Shaken baby syndrome/abusive head trauma**

Kidcentral TN: <https://www.kidcentraltn.com/article/shaken-baby-syndrome>

Forever Shaken: https://www.youtube.com/watch?v=t9vH6tqwxg&feature=player_embedded

Center for Disease Control Abusive Head Trauma in Children: <https://www.cdc.gov/violenceprevention/childabuseandneglect/Abusive-Head-Trauma.html>

*Brain Injury in Children: What to Expect: <http://www.biausa.org/brain-injury-children.htm>

*Reporting Child Abuse Training
Module: https://www.sworps.tennessee.edu/child_abuse_reporting/start.html

Early Language and Literacy:

Preschool Development Grants Early Learning Language and Literacy Series <https://pdg.grads360.org/>

Get Ready to Read! <https://www.kidcentraltn.com/category/education>

edWeb.net <http://home.edweb.net/webinar/strategies-encouraging-reading-readiness-young-children/>

Read Right from the Start <https://app.readrightfromthestart.org>

Early Childhood Development:

Early Childhood Development, Teaching and Learning: <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/development>

Understanding TN-ELDS: <http://www.tnspdg.com/earlyChildhood/>

Tennessee Early Standards (TN-ELDS): <http://www.tnelds-training.com/>

Frog Street Early Childhood Learning Solutions: <http://www.frogstreet.com/frog-streets-early-childhood-webinars/>

Tennessee Child Care Online Training System (TCCOTS): <http://www.tccots.com/>

Social and Emotional training for early learning (CSEFEL): <http://csefel.vanderbilt.edu/>

TECTA: <http://www.tecta.info/tecta-services/online-training/>

Second Step: Self-regulation and social emotional skills: <http://www.cfchildren.org/second-step/early-learning>

Early Childhood Investigations: <http://www.ecwebinars.com>

Virtual Lab School: Great for new employee orientation: <http://www.virtuallabschool.org>

Health and Safety:

TN Poison Control Center: <http://www.mc.vanderbilt.edu/root/vumc.php?site=poisoncenter>

Infectious diseases (including immunizations): <http://www.cdc.gov/>

14 Diseases You Almost Forgot About (Thanks to Vaccines)
<https://www.cdc.gov/vaccines/parents/diseases/child/14-diseases.html>

Healthy Child Care America: www.healthychildcare.org/

Personal Safety/The Child Protection Unit: <http://www.cfchildren.org/child-protection>

Food and allergic reactions: <http://www.foodallergy.org/training-programs>

CDC Food Allergies in Schools: <https://www.cdc.gov/healthyschools/foodallergies/index.htm>

Administration of medication: <http://shop.aap.org/Medication-Administration-in-Early-Education-and-Child-Care> (free but have to register)

Blood Borne Pathogen: <http://www.redcross.org/take-a-class/course-dowbt000000000010733>

CPR & First Aid Emergency Cardiovascular Care
http://cpr.heart.org/AHA/ECC/CPRAandECC/Training/HeartsaverCourses/HeartsaverBloodbornePathogens/UCM_473184_Heartsaver-Bloodborne-Pathogens-Online.jsp

Public Playground Safety Handbook: <http://www.cpsc.gov/PageFiles/122149/325.pdf>

Keeping Kids Safe:

DHS: https://www.tn.gov/content/dam/tn/human-services/documents/keeping_kids_safe_content_updated_wdraft_cover.pdf

Bullying: <http://safesupportivelearning.ed.gov/creating-safe-and-respectful-environment-our-nations-classrooms-training-toolkit>

Suicide Prevention: <http://jasonfoundation.com/get-involved/educator-youth-worker-coach/>

Food and Nutrition:

Healthy Eating and Living Education (HEALED): <http://www.tnaap.org/>

Parent Resources:

Child Care Resource & Referral TN Network: <http://www.tnccrr.org/index.php>

Kidcentral TN: <https://www.kidcentraltn.com/>

Disabilities:

Pacer Center: <http://www.pacer.org/webinars/archive-listing.asp>

Autism: <http://www.autism-society.org/online-courses-and-tutorials/>

TRIAD Trainings: <http://vkc.mc.vanderbilt.edu/vkc/triad/training/>

Step: <http://www.tnstep.org/training/workshops.aspx>

Executive Functions: www.reflectionsciences.com

Dyslexia: http://dyslexia.yale.edu/EDU_signs.html

School-Age:

National After School Association: <http://naaweb.org>

TDOE Extended Learning: <https://www.tn.gov/education/instruction/extended-learning/grantees-corner.html>

Fee based Trainings:

NAEYC: <https://www.naeyc.org/ecp>

SDE Staff Development for Educators: <https://www.sde.com>

Safe Schools: <http://www.safeschools.com/>

Appelbaum Training Institute: <https://otp.atiseminars.org/index.php?T=C>

Foundations: <http://www.foundationsinc.org/>

Playground Safety: <http://www.playgroundsafety.org/training/online-training/available-courses>

Building and Physical Premises Safety: <http://www.osha-safety-training.net/>

American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR): <http://www.redcross.org/>

American Academy of CPR and First Aid, Inc.: Online training you must still test on the chest compression: <http://www.onlinecprcertification.net/>

Heartsaver®

Course: http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/HeartsaverCourses/UCM_473174_Heart_saver-Courses.jsp

Is my Classroom Literacy Rich?

Classroom literacy checklist

Print Rich

- ☐ Variety of books and other reading materials that are developmentally appropriate and found in multiple places around the room
- ☐ Daily schedule visually displayed in pictures and text

Opportunities to Read

- ☐ Students are read aloud to on a regular basis
- ☐ Students read together with peers
- ☐ Students interact with books and other text, including technology

Engaging Materials

- ☐ Materials are educational and open-ended (blocks, clay, paper, writing tools, manipulatives, sand, water, pretend play clothes and objects, etc.)
- ☐ Materials promote conversation and interactive play
- ☐ Materials support fine motor skill development
- ☐ Materials are organized and rotated regularly

Opportunities to Write

- ☐ Variety of writing materials are found in multiple places
- ☐ Students have meaningful opportunity to create and write (beyond handwriting)

Conversation rich classroom

- ☐ Teacher asks open-ended questions
- ☐ Teacher listens to students
- ☐ Engagement between teacher and student is present

Student Work

- ☐ Student work is visually displayed throughout the classroom
- ☐ Student work reflects individuality
- ☐ Student work is displayed at eye level of students

Additional observations: _____

Department of
Education

School-based Support Services Professional Development Log

School Name:

District:

School Year: 2016-2017

[illegible]

Please use this as a log not for the actual verification of proof. Dates required

**STAFF RECORD VERIFICATION FORM**

Signature: _____

School Year:

[illegible]



**Tennessee Department of Education
Division of Early Learning and Literacy
Office of School-based Support Services**

PROVIDER ANNUAL REPORT

***T.C.A. §49-1-1108 (c)** Any entity not completing the annual report by October 1, shall receive notice of such failure and, if the report is not filed within thirty (30) days of the date of mailing of the notice, the certificate of approval shall be suspended immediately, pending receipt of the report.*

*****Please Note:** Each early childhood program and school-age before/after program must apply for separate certificates, and therefore, must complete a provider annual report for each program/site.*

DO NOT LEAVE ANY CELL BLANK: If question is not applicable, enter NA and for numeric answers that do not apply enter zero (0).

Business Information/Identification

Provider ID w/Extension #	Click here to enter text.	Date	Click here to enter text.
Program Director	Click here to enter text.	Phone	Click here to enter text.
Director's Email	Click here to enter text.		

Organization Name	Click here to enter text.		
Program Name	Click here to enter text.		
Form Completed By	Click here to enter text.	Phone	Click here to enter text.

Personnel

Owner/President	Click here to enter text.
Chairman of the Board	Click here to enter text.
Program Director	Click here to enter text.
Site Director	Click here to enter text.

Physical Location

Street	Click here to enter text.
City, State, Zip Code	Click here to enter text.
Phone	Click here to enter text.
Fax	Click here to enter text.
Cross Street/Landmark	Click here to enter text.
County	Click here to enter text.
Hours of Operations	Click here to enter text.

Mailing Address

Attention	Click here to enter text.
Street	Click here to enter text.
City, State, Zip Code	Click here to enter text.

Description of the services to be offered to children and parents and reasons these services are needed at the proposed locations:

Click here to enter text.

Admission requirements and enrollment procedures:
--

Click here to enter text.

Provision for emergency medical care:
--

Click here to enter text.

Federal Compliance - Check any of the following enhanced services your facility provides:

- ☐ Developmental Delay
- ☐ Emotional/Behavioral
- ☐ Hearing Impairment
- ☐ Health Impairment
- ☐ Learning Disabilities
- ☐ Motor/Orthopedic Impairment
- ☐ Speech/Language Impairment
- ☐ Visual Impairment

Legal Business Status - Check any of the following descriptions that apply to your program:

- ☐ Sole Owner or Partnership
- ☐ Corporation
- ☐ House of Worship
- ☐ College/University
- ☐ Public School
- ☐ Private School-House of Worship
- ☐ Private School-Non House of Worship
- ☐ Public Agency
- ☐ Community Based Organization

Accreditations - Check any of the following accreditations that apply to your program:

ORGANIZATON	ACCREDITED	MEMBER
ACE - Accelerated Christian Education, Inc.	Click here to enter text.	Click here to enter text.
ACSI - Association of Christian Schools International	Click here to enter text.	Click here to enter text.
ACCS - Association of Classical Christian Schools	Click here to enter text.	Click here to enter text.
AMI - Association Montessori International	Click here to enter text.	Click here to enter text.
AMS - American Montessori Society	Click here to enter text.	Click here to enter text.
Catholic Diocese	Click here to enter text.	Click here to enter text.
Mississippi Private School Association	Click here to enter text.	Click here to enter text.
NAEYC – National Association for the Education of Young Children	Click here to enter text.	Click here to enter text.
NLSA - National Lutheran School Accreditation	Click here to enter text.	Click here to enter text.
SACS - Southern Association of Colleges and Schools	Click here to enter text.	Click here to enter text.
Southern Conference of Seventh Day Adventist	Click here to enter text.	Click here to enter text.
TACRS - Tennessee Association of Church Related Schools	Click here to enter text.	Click here to enter text.
TACS – Tennessee Association of Christian Schools	Click here to enter text.	Click here to enter text.
TAIS - Tennessee Association of Independent Schools	Click here to enter text.	Click here to enter text.
TANAS - Tennessee Association of Non-Public Academic Schools	Click here to enter text.	Click here to enter text.

Curriculum - Check any of the following boxes that apply to your program:
(If checking *other*, please indicate the type of curriculum used by your program.)

- ☐ Big Day for Pre-K
- ☐ Connect 4 Learning
- ☐ Creative Curriculum
- ☐ HIGHSCOPE
- ☐ Montessori
- ☐ Religious – Please list: [Click here to enter text.](#)
- ☐ Waldorf
- ☐ Reggio Emilia
- ☐ Other – Please list: [Click here to enter text.](#)

Enrollment - Check the box indicating the age of the children you enroll, along with the current number enrolled in each age group. If groups are combined, please separate totals for enrollment.

Check all that apply	Number Enrolled
<input type="checkbox"/> Infant (6 weeks-12 months)	Click here to enter text.
<input type="checkbox"/> Toddler (11-23 months)	Click here to enter text.
<input type="checkbox"/> 2 Years	Click here to enter text.
<input type="checkbox"/> 3 Years	Click here to enter text.
<input type="checkbox"/> 4 Years	Click here to enter text.
<input type="checkbox"/> 5 Years	Click here to enter text.
<input type="checkbox"/> Elementary School Before/After	Click here to enter text.
<input type="checkbox"/> Middle School Before/After	Click here to enter text.
<input type="checkbox"/> High School Before/After	Click here to enter text.
<input type="checkbox"/> Summer (6 weeks – 5 years)	Click here to enter text.
<input type="checkbox"/> Summer (Kindergarten – 12 th grade)	Click here to enter text.
Check all that apply	Number Enrolled
<input type="checkbox"/> Children of homeless families	Click here to enter text.
<input type="checkbox"/> Children of poverty	Click here to enter text.
<input type="checkbox"/> Children with disabilities	Click here to enter text.
<input type="checkbox"/> Children in care during non-traditional hours	Click here to enter text.
<input type="checkbox"/> ELL children	Click here to enter text.
<input type="checkbox"/> Children of homeless families	Click here to enter text.

<input type="checkbox"/> We use single-age grouping	<input type="checkbox"/> We use multi-age grouping
---	--

Environment – Check all that apply:

- ☐ Near Public Transportation
- ☐ No Pets
- ☐ Non-smoking
- ☐ School transports students to/from agency
- ☐ Wheel chair accessible

Fees - Indicate the amount, unit value (per minute, hour, day, week, year, etc.), whether that amount is per family or child, the date the fee starts, and the date the fee ends (when you are discontinuing a specific fee). *Examples:* Activity Fee - \$200.00, per year, per child, starting 04/24/2015 and no end date; Late Child Pick-up Fee - \$1.00, per minute, per child, starting July 1, 2015 and no end date.

Type of Fee	Amount	Unit Value	Child/Family	Fee Start Date	Fee End Date
Activity/Supply	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Application/Registration	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Summer Registration	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Bad Check	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Field Trip	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Insurance	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Late Child Pick-up	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Late Payment	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Meal	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Transportation	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Meals - Check any of the boxes that apply to your program:

- ☐ Meals are prepared on site and served in classrooms

- ☐ Meals are prepared on site and served in special dining area
- ☐ Sack Lunch (Meals furnished by parents)
- ☐ Provide Breakfast
- ☐ Provide Lunch
- ☐ Provide AM snack
- ☐ Provide PM snack
- ☐ Provide dinner
- ☐ Provide special meals
- ☐ Meals are catered

Programs - Check any of the boxes that accurately describe the focus of your program:

- | | |
|---|--|
| <input type="checkbox"/> 21 st CCLC | <input type="checkbox"/> IDEA 619 |
| <input type="checkbox"/> Afterschool | <input type="checkbox"/> Individualized Education Plan (IEP) |
| <input type="checkbox"/> Bi-lingual | <input type="checkbox"/> LEAPs |
| <input type="checkbox"/> Before Care | <input type="checkbox"/> Motor/Orthopedic Impairment |
| <input type="checkbox"/> Behavior Modification | <input type="checkbox"/> Nurse/Doctor on Call |
| <input type="checkbox"/> Category 1 | <input type="checkbox"/> Physical Therapy |
| <input type="checkbox"/> Category 2 | <input type="checkbox"/> Pre-K Early Intervention |
| <input type="checkbox"/> Category 3 | <input type="checkbox"/> Pre-K (not VPK) |
| <input type="checkbox"/> Category 4 | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> Category 5 | <input type="checkbox"/> Private |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Private Kindergarten |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Public |
| <input type="checkbox"/> Developmental Delay | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Early Childhood | <input type="checkbox"/> School Age Child Care (SACC) |
| <input type="checkbox"/> Early Head Start | <input type="checkbox"/> Special Needs |
| <input type="checkbox"/> ELOP | <input type="checkbox"/> Speech/Language |
| <input type="checkbox"/> ESP | <input type="checkbox"/> Summer |
| <input type="checkbox"/> Employee on-site care | <input type="checkbox"/> TITLE 1 (Chapter i) |
| <input type="checkbox"/> Emotional/Behavior | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Even Start | <input type="checkbox"/> Visual Impairment |
| <input type="checkbox"/> Family Resource Center | <input type="checkbox"/> Visual Screening |
| <input type="checkbox"/> Head Start | <input type="checkbox"/> VPK (Voluntary Pre-K) |
| <input type="checkbox"/> Health/Dental Screenings | |
| <input type="checkbox"/> Health Impairments | |
| <input type="checkbox"/> Home Visits | |

Rates - Please indicate the **weekly** child care rate for each of the age levels that apply to your program

Age level of child	School year	Holidays/Summer
--------------------	-------------	-----------------

Infants (6 weeks-12 months)	Click here to enter text.	Click here to enter text.
Toddlers (11-23 months)	Click here to enter text.	Click here to enter text.
2 Years	Click here to enter text.	Click here to enter text.
3 Years	Click here to enter text.	Click here to enter text.
4 Years	Click here to enter text.	Click here to enter text.
5 Years	Click here to enter text.	Click here to enter text.
Kindergarten – 12 th grade	Click here to enter text.	Click here to enter text.

Rate Policy - Check any of the funding streams that apply to your program:

- ☐ Child Care Development Block Grant (CCDBG) Certificates (DHS Child Care Certificates)
- ☐ City Government
- ☐ Church
- ☐ Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS)
- ☐ Donations
- ☐ Employer/Business
- ☐ Foundation/Endowment
- ☐ Fundraisers
- ☐ Head Start
- ☐ U.S. Department of Housing and Urban Development (HUD)
- ☐ Multi-Child Discount
- ☐ Tennessee Commission on Children and Youth (TCCY)
- ☐ United Way
- ☐ Scholarships
- ☐ Sliding Fee Scale
- ☐ Individuals with Disabilities Education Act (IDEA)
- ☐ Voluntary pre-K
- ☐ Title I
- ☐ TennCare
- ☐ Child and Adult Food Care Program (CACFP)
- ☐ Parent Fee/Tuition
- ☐ Preschool Development Grant
- ☐ Other

Schedule - Enter your hours of operation by indicating the opening and closing times, including the length of the program year.

CHECK	DAY OF WEEK	HOURS OF OPERATIONS (Example: 8:00 A.M. – 4:00 P.M.)
-------	-------------	---

Click here to enter text.	SUNDAY	Click here to enter text.
Click here to enter text.	MONDAY	Click here to enter text.
Click here to enter text.	TUESDAY	Click here to enter text.
Click here to enter text.	WEDNESDAY	Click here to enter text.
Click here to enter text.	THURSDAY	Click here to enter text.
Click here to enter text.	FRIDAY	Click here to enter text.
Click here to enter text.	SATURDAY	Click here to enter text.

First Day of Program (Date) Click here to enter text. Last Day of Program (Date) Click here to enter text.

Do you follow a school system's calendar? ☐ YES ☐ NO

If yes, please indicate school system: Click here to enter text.

Does your program operate during the summer?

Summer program start date	Click here to enter text.
Summer program end date	Click here to enter text.
Summer hours of operations	AM: Click here to enter text. PM: Click here to enter text.

Schedule Comments:

Click here to enter text.

Schedule – Check the type of care you offer on a regular basis.

Notify your program evaluator immediately of any schedule changes.

Check all that apply	✓
Birth – 5 Years Care	Click here to enter text.
After School-K-12 th grade students	Click here to enter text.
Before School-K-12 th grade students	Click here to enter text.
Holiday Care	Click here to enter text.
Full Time-5 days per week/6 hours day	Click here to enter text.
Half Day-less than 6 hours day	Click here to enter text.
Part Time-less than 5 days per week	Click here to enter text.
School Year only	Click here to enter text.
Extended Day Hours for preschool children	Click here to enter text.

Full Year-every week of the year	Click here to enter text.
----------------------------------	---

Age – Enter the minimum and maximum age you serve at your site

Early Childhood

Minimum age	Click here to enter text.
Maximum age	Click here to enter text.

K – 12 School

Minimum age	Click here to enter text.
Maximum age	Click here to enter text.

Before/After Care

Maximum age	Click here to enter text.
Maximum age	Click here to enter text.

Staff – Enter the total number of onsite staff including the director and/or assistant directors. Enter the number of employees holding each type of certification and highest levels of education.

Onsite Staff:

Total Number of onsite staff	Click here to enter text.
------------------------------	---

Onsite Staff:

Number of onsite directors	Click here to enter text.
Number of onsite assistant directors	Click here to enter text.
Number of onsite teachers	Click here to enter text.

Number of onsite assistants	Click here to enter text.
Number of onsite before/after school staff	Click here to enter text.

Certification Level*	Number of Staff
CPR Certified	Click here to enter text.
First Aid Certified	Click here to enter text.
Less than High School Diploma	Click here to enter text.
High School Diploma	Click here to enter text.
GED	Click here to enter text.
Some College	Click here to enter text.
AA Degree	Click here to enter text.
BA/BS Degree	Click here to enter text.
Master's Degree	Click here to enter text.
Doctorate Degree	Click here to enter text.
Montessori Certification	Click here to enter text.
Special Education Certification	Click here to enter text.
TECTA: TN Early Childhood Training Alliance	Click here to enter text.
CDA: Child Development Associate Credential	Click here to enter text.
CCP: Certified Child Care Professional Credential	Click here to enter text.

*Report highest level of education only

T**ransportation** - Indicate if the program provides transportation. Please list individual schools you transport children to and from on a daily basis:

Do you provide transportation:

☐ Yes

☐ No


Indicate Yes/No	
Click here to enter text.	To Child's Home
Click here to enter text.	From Child's Home

Name of School(s):	To	From
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Please electronically initial on the following line certifying all the above information is accurate: Click here to enter text.

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

			
Tennessee Department of Education			
Division of Early Learning and Literacy			
School-based Support Services			
PROGRAM DIRECTOR	Click here to enter text.		
ASSESSMENT COMPLETED BY	Click here to enter text.		
PROVIDER NAME	Click here to enter text.		
PROVIDER ADDRESS	Click here to enter text.		
DOE PROGRAM EVALUATOR	Click here to enter text.		
DATE ASSESSMENT TAKEN	Click here to enter text.		
<p>DIRECTIONS: Please indicate, by clicking one box next to the appropriate requirement, if it is: Compliant (C), Non-compliant (NC), or Not Applicable (N/A).</p>			
C	NC	N/A	REQUIREMENTS
OWNERSHIP & ADMINISTRATION: CHAPTER 0520-12-01-.05			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate financing, budget available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General liability, medical insurance coverage available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required vehicle liability verified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment documentation, immunizations and exceptions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All children at least 6 weeks old
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-enrollment visit offered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receipt of signed policies/handbook information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents sign receipt of Summary of Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff's professional credentials made available to parents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child abuse education program offered annually to parents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children released according to requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents permitted access to children at all times
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Authorities have ready access to all areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents informed prior to child's removal from premises
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children signed in by parent or attendance recorded by staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incident, accidents, and injuries reported to parents

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

Child's Records:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child's information form current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification, telephone number of child's physician available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency medical care permission signed by parent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation agreement between parent and school
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child's health history available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily attendance record showing time in and out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written permission for each off-site activity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Immunization records kept for one year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infant/toddler (non-verbal) daily info recorded
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health examination for children < 30 months
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SA record of school if program not located in school enrolled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acknowledge statement for 5 year olds in non-approved kindergarten
Following Staff Records complete and available:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Educational background
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heath statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three written references with documented interviews
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified employment history
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual performance evaluations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily attendance, including time in and out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Criminal background check results
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vulnerable persons registry results
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of trainings, including preservice
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates of employment and separation from program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driver's records with additional verifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records of volunteers maintained and complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records of substitutes maintained and complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program staff keep confidentiality of children or family
Posting for Public Viewing			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Approval posted conspicuously
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DHS toll-free number posted conspicuously
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DCS child abuse number posted conspicuously
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DOE rules on site and available to staff and parents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No smoking signs posted conspicuously
PROGRAM OPERATION: CHAPTER 0520-12-01-.06			

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visual inspection at end of day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff monitor toileting while respecting child's privacy
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved plan to call 2 nd person in emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All children assigned to groups and/or teacher
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infants not grouped with children > 30 months
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Groups (excluding infants) not combined > 30 minutes per day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult: child ratios in accordance with Chapter 0520-12-01-.06(4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Second adult physically available when more than 12 children present
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class assignment based on developmental needs (6 weeks – 2 years)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class assignment based on age on August 15 (3 years – pre-K)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group sizes/class assignments not adjusted for change in child's age
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children age 3 – pre-K permitted to enter older class only with testing/evaluations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infant/toddler ratios maintained during naptime
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written playground supervision plan available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult: child offsite ratio for preschool children doubled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult: child offsite ratio for kindergarten–13 years in accordance with Chapter 0520-12-01-.06(7)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult: child offsite ratio for 14 – 18 years 1:20
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum of two adults for offsite activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance roll tracking used during offsite activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult: child ratios for swimming in accordance with Chapter 0520-12-01-.06(7)(f)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least one adult with advanced aquatic lifesaving skills while swimming
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult: child ratios maintained indoors and on the playground
STAFF: CHAPTER 0520-12-01-.07			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program has director, required staff to meet ratios
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff physically, mentally, & emotionally capable of duties
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff under 21 supervised (exception: B/A school)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least one adult present at all times can read & write English
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New employees receive 2 hour orientation training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Within first two weeks, employee trained in child abuse reporting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation each employee read full set of rules
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All training documented in program records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Within first two weeks, all NEW staff must complete required health and safety training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director meets qualifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director at least 21 years old (if hired after June 30, 2017)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director completed orientation on DOE rules

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director completes annual training requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On site assistant director 21 years old (if hired after June 30, 2017)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On site assistant director meets training, experience requirements
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On site assistant director meets orientation, training requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All teachers & assistants 21 years old (if hired after June 30, 2017)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All teachers & assistants receive 2 hour preservice training in first 30 days
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff receive 24 hours PD in 2017-2018, 30 hours PD in 2018-2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least 6 hours of PD in developmentally appropriate literacy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Substitutes and volunteers meet criteria
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DOH abuse registry check for all staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fingerprint background check for all staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sex offender registry check for all staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program reviews background checks immediately
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New fingerprint sample obtained every 5 years
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individuals with defined criminal history excluded from employment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If staff identified by DCS for neglect, adult supervision required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers with DUI prohibited from driving
PROGRAM: CHAPTER 0520-12-01-.09			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Educational activities based on developmentally appropriate practice
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEA pre-K, educational curriculum aligned with TN early learning standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written lesson plans for each group
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balance between child's choice and adult-directed activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily program provides opportunity for learning, self-expression, creativity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technology usage approved by parents & not > 2 hrs per day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alternating periods of vigorous activity and rest
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children not left in restraining devices such as swings, car seats, high chairs > 30 minutes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opportunities for children to interact
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opportunities for children to play alone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Youth > 10 years participate in program planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoor gross motor activities provided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal safety curriculum for children 3 years and up
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents sign personal safety curriculum acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-K curriculum aligned with TN ELDS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor play extended to children in care > 3 hours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children provided outdoor play in weather between 32 – 95 degrees

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers alert for signs of dehydration, frost bite, heat stroke
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Age-appropriate playground rules posted in play area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discipline reasonable and appropriate
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discipline not shaming, humiliating, verbally abusive, or frightening
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discipline not related to food, rest, or toileting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No spanking or corporal punishment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Praise and encouragement used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time out reasonable and developmentally appropriate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilet training not started until child understands and communicates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children not made to sit on toilet longer than 5 minutes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children not in care > 12 hours per day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate space available for more than 12 children, 1 st grade or older
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Routines (snacks, meals, rest) occur at approximately same time each day
HEALTH & SAFETY: CHAPTER 0520-12-01-.10			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid information available & staff trained in first aid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff member on duty with current first aid certification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff member on duty with current CPR certification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School age children, at least one staff member with adult CPR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written emergency plans in event of disaster
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency drills conducted & recorded
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoking not permitted on premises
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consumption of alcohol prohibited
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Firearms prohibited on premises or vehicles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Potentially dangerous items inaccessible to children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff personal belongings inaccessible to children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required emergency numbers posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children checked upon arrival for signs of disease
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child's temperature taken non-invasive & symptomatic children removed from group
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If child had scabies or lice, proof or treatment required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TB test required for children born outside US, Canada, Western Europe, Australia, New Zealand, Japan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff notify parents immediately if child is ill
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program does not delay seeking emergency treatment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents notified of disease outbreaks in program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health department notified of disease outbreaks in program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program notifies parents of injury or possible injury

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper administration procedures of medication maintained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents sign medication documentation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medication not handled by children (exception: SA child with physician authorization)
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medication not in bottles or infant feeders
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medications properly stored, locked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program follows medication procedures outlined by LEA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infants placed on back in crib
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cribs have tight-fitting sheets, no soft bedding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infants not wrapped tight or swaddled while sleeping
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infants dressed lightly for sleeping with comfortable room temperature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infants that fall asleep during tummy time immediately placed in crib
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infants touched every 15 minutes to check breathing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pillows and blankets prohibited for infants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If child appears to not be breathing, immediate CPR and call for emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers trained in SIDS prior to working with infants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate lighting in infant rooms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handwashing complies with CDC guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diapering & toilet training area near hand washing lavatory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diapering surface cleaning procedures followed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Covered container used for diaper disposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program equipment meets safety guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical cords inaccessible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damaged equipment removed or repaired immediately
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment kept clean
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Developmentally appropriate equipment for each age group
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual space for each child's belongings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infant/toddler rooms, equipment for climbing, crawling, pulling
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Napping or sleeping equipment for children in care > 6 hours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children not forced to nap
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children placed alternating face-to-feet while sleeping
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual cots or mats for children > 12 months
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open top crib for all children < 12 months
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean sheet or towel covers mats or cots
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean coverlet available to each child
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cribs, cots, mats, etc. labeled with child's name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All personnel required to report abuse or neglect

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff trained annually on reporting neglect or abuse
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff follow all procedures regarding reporting abuse and comply fully with investigations
C	NC	N/A	REQUIREMENTS
FOOD: CHAPTER 0520-12-01-.11			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient & appropriate meals, snacks, beverages
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children in care 4 hours, at least 1 snack served
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children in care 5-6 hours, at least 1 snack & 1 meal served
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children in care 7-8 hours, at least 2 snacks & 1 meal served
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children in care > 10 hours, at least 1 snack & 2 meals served
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foods high in sugar and/or fat not served
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special meals prepared as per physician or parent (in writing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly menu posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foods not forced or withheld
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feeding schedule established for infants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microwave not used to heat formula, breast milk, or bottles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infants held while feeding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children not permitted to carry bottle throughout the day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers & children wash hands with soap & water prior to meal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High chairs & tables sanitized before & after meal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floors swept or vacuumed after each meal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solid foods (including cereal) not given in bottles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food appropriate size for eating and chewing abilities of children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children seated at appropriate size tables/chairs during mealtime
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Formula/food from home labeled with child's name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Milk immediately refrigerated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Milk not re-warmed or returned to the refrigerator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Formula served at body temperature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frozen breast milk dated (when expressed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Formula remaining in bottle discarded after feeding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Baby food jars only used for 1 feeding/no previously opened jars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microwaves, warming devices, and crock pots inaccessible to children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warming devices maintained on lowest temperature setting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children restrained while in high chair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infants/toddlers able to use high chair to experiment with food
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children never left without adult supervision while eating

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cold foods stored at 45 degrees Fahrenheit or below
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot foods heated to temperature of 140 degrees Fahrenheit
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frozen foods stored at 0 degrees Fahrenheit or below
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thermometers placed in freezers and refrigerators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dry foods stored in closed containers and min 6 inches above floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All food protected from contamination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No poisonous/toxic materials in food storage/service area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Raw fruits & vegetables washed before use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utensils, surfaces, & equipment cleaned/sanitized before & after use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food not placed on table > 15 minutes prior to meal
Physical facilities: chapter 0520-12-01-.12			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility complies with all health and safety codes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All facilities have access to phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has adequate space available, 30 square feet/child
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All indoor areas clean and safe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoor equipment organized for use and safety
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small toys and other items inaccessible to infants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor play area has adequate space, 50 square feet/child
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fence encloses play area (unless waiver given)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least three types of equipment in outdoor play area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor play equipment placed to avoid injury
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers, swingers, and heavy equipment anchored
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acceptable resilient surfacing material covers fall zones
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor play areas cared for, maintenance plan in place
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-play care inspection before outdoor play
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor areas free of animal waste
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drinking water available in all rooms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building kept clean and maintained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rooms have adequate natural and/or artificial lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No hazardous areas or items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Animals or birds kept away from food areas
TRANSPORTATION: CHAPTER 0520-12-01-.13			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If transportation provided, management fully responsible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation in compliance with state laws

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation in compliance with State Board of Education rules
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles carry liability insurance
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles used to transport in compliance with Federal Motor Vehicle Safety Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No 15 passenger vans used (vans that seat 10-15 passengers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children transported in passenger vehicles in proper restraint system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Federally approved restraint system for all children 3 years and under on bus
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No child allowed to ride on floor or placed in same restraint
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School buses inspected by Chapter 1340-03-03 by Dept. of Safety
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School bus drivers have CDL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School bus drivers in school system have S endorsement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School bus drivers for non-public/community based organizations have P endorsement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bus driver knows policies, procedures, and responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bus driver has no criminal record of prohibited driving or drug violations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers have annual mental and physical evaluations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers complete annual Dept. of Safety school bus training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers hold current CPR and First Aid certification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers of any passenger vehicle transporting children have valid license and required endorsements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seating on school bus minimum of 13 inches seat space/child
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles transporting children have visible identifying sign
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles equipped with required safety & health equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency exiting procedures practiced on regular basis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bus routes ensure no child on bus more than 1 ½ hours each way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No firearms in vehicles used to transport children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult present in vehicle when children are present
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult seated behind steering wheel when motor running
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation of students with special needs complies with IEP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult monitor when transporting 4 or more children 6 weeks – 4 years
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult monitor when transporting children 6 weeks – 4 years more than 30 minutes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult monitor when transporting 4 or more non-ambulatory children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult monitor when transporting more than 10 pre-K students (4 years old) on the bus
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult monitor not seated in front seat, can see, hear, observe activities & respond immediately
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger log used to track each child during transport
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First and last name of each child recorded on passenger log
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driver or monitor designated to maintain passenger log
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time recorded as each child is loaded onto vehicle

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger log updated with time child is released from vehicle & initials of staff person
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driver signs log indicating all children have exited the bus, walks the bus & inspects seats, under seats, all compartments
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If driver alone with children & child not present, driver and all children leave bus together to look for child
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driver does not leave pre-K children without parent or authorized person
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written transportation plan submitted to Dept. of Education
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school vehicles > 10 passengers inspected in accordance with Dept. of Safety
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If non-school vehicle has stop arm, bus driver completes bus training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If non-school vehicle has stop arm, vehicle has 6 inch letters marked YOUTH BUS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school vehicles maintained, vehicles needing repair not used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school vehicle inspected every 4000 miles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school vehicle contains required safety & health equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school vehicle maintains required daily vehicle inspections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school: emergency exiting procedures practiced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school contracting for transportation registered "For Hire"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school contracted vehicle has commercial license plate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school contracted vehicle has liability insurance per FMCSA
CARE OF CHILDREN WITH SPECIAL NEEDS: CHAPTER 0520-12-01.14			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reasonable and appropriate efforts to provide equal opportunities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents provide information & training for staff specific to child's needs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adaptations provided to normalize lifestyle of child
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demeaning or isolating behavior management activities prohibited
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents informed of specialized programs available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specialized services only with written permission from parents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individualized emergency plan for each child with a disability
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of emergency plan practiced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-verbal child's daily activities recorded/shared with parents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If diapering, privacy procedures followed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special needs physical restraint in compliance with TCA 49-10-102(4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical restraint in compliance with IEP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Principal and parents notified of restraint
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If IEP has no restraint or restraint > 5 minutes, IEP team meeting convened
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If restraint used, documentation used and provided at IEP meeting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restraint reported if believed to be unreasonable or unsafe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff remain in presence of child being restrained, monitors health

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-school vehicle contains required safety & health equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administering noxious substances prohibited
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical restraint prohibited
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any life-threatening restraint prohibited
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of isolation/restraint to coerce, punish, for convenience or retaliation prohibited
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restraint used: brief holding by adult to calm or comfort
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restraint used: minimum contact when physically escorting student from one area to another
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restraint used: assisting student to complete task or response with no resistance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restraint used: holding student for brief time to prevent impulsive threatening behavior
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of locked door or physical structure to isolate/seclude prohibited
SCHOOL AGE BEFORE AND AFTER SCHOOL PROGRAMS: CHAPTER 0520-12-01-.15			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate budget on file
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records kept for all adolescents enrolled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual certificate of approval posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents receive program policies and procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents have access to all areas when child present
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation in compliance with Chapter 0520-12-01-.13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On site director at program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director has high school diploma and 4 years of experience with adolescents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director receives 18 hours of training annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated person to serve in place of director's absence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff at least 18 years old
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least one staff member for each group has high school diploma
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff receive 12 hours training annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical restraint prohibited
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff complete orientation and abuse training prior to working with children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff in compliance with criminal history background check outlined in Chapter 0520-12-01-.07
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteers complete criminal history background check & appropriate training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff records maintained for each employee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult: child ratios in accordance with Chapter 0520-12-01-.15(7)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ratios doubled for field trips & swimming
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment in good condition & clean
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opportunity for self-directed and adult-directed activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have activity choices & opportunity to help plan activities

ANNUAL PRESCHOOL AND SCHOOL AGE PROGRAM'S SELF-ASSESSMENT FORM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents informed of TV, movies, computer games
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff monitor computer usage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sports and physical activities offered
C	NC	N/A	REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opportunity for learning, self-expression, and enrichment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child abuse & personal safety information presented to children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers aware of developmentally appropriate behavior
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate discipline used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No corporal punishment used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Praise and encouragement used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students immunized in accordance with Chapter 0520-12-01
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special health needs documented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents notified of illness or injury
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents notified of communicable diseases
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medication usage in accordance with school policy, health care procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff physically, emotionally, and mentally stable with knowledge of adolescent behavior/development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of staff mental & physical evaluations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At least one staff member present has CPR/First Aid certification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kit & chart on premises
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No firearms on premises
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written emergency plans documented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily snacks and meals scheduled regularly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Menu posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special diets outlined in writing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoking & possession/consumption of alcohol prohibited
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program not located in building hazardous to children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire & health inspections completed annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working telephone located in facility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has 30 square feet of usable space per child
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor play area has 50 square feet of usable space per child
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Programs serving children with disabilities: adaptations help promote independence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Programs serving children with disabilities: specialized services documented



Tennessee Department of Education
Office of Early Learning
School-based Support Services

VERIFICATION OF PROGRAM REVIEW

T.C.A. § 49-1-1101, "The commissioner of education, acting through the commissioners authorized agents and pursuant to regulations of the state board of education that are adopted pursuant to T.C.A. § 49-1-302 (l), shall be responsible for inspecting and approving those child care programs subject to the state board's jurisdiction pursuant to § 49-1-302 (l)".

TDOE Program Evaluator:			
School/Program Name:			
Address:			
Date of Visit:		Arrival time:	Departure time:

Check one:			
	Announced visit	Evaluation form sent	<input type="checkbox"/>
	Unannounced visit	Evaluation form sent	<input type="checkbox"/>
	Complaint Investigation <input type="checkbox"/> valid <input type="checkbox"/> invalid <input type="checkbox"/> under investigation		
	Technical Assistance		
	Follow-up as result of a finding		
	Follow up as result of complaint		
	Review Plan of Corrective Action (POCA)		

Program in Compliance <input type="checkbox"/>	Minor violations noted <input type="checkbox"/>	Major violations noted <input type="checkbox"/>
	Suggestions for improvement <input type="checkbox"/>	Plan of Corrective Action <input type="checkbox"/>

Representative Name Please Print	
Representative signature:	
Position held by representative:	
Email address for electronic delivery:	

TDOE Program Evaluator signature:	
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Please note: Signatures of the TDOE Program Evaluator and program representative verify the program has been reviewed/inspected on this date. The results of the review will be sent electronically to the email address provided by the TDOE Program Evaluator within ten (10) working days.