



Children and Family Enrichment
at Idlewild



The Family Handbook

Early Enrichment Center
a program of Children & Family Enrichment at Idlewild

1750 Union Avenue Memphis, TN 38104

eecadmin@cafeidlewild.org

www.cafeidlewild.org

901-725-7941

touch, talk, read, play,



Table of Contents

Introduction - 3

Hours and Holidays & Admissions -4

Admissions Cont./ Tuition & Payment - 5

Communication Changes or Cancellation -6

Absences, Emergency Closures & Illness - 7

Illness continued & Medical- 8

Medical continued & Cancellation of Activities -9

Religious Exemption to Requirements Alternative Proof of Immunity Immunization Certificate Medication

Policy Arrival and Departure-10

Safety/Security - 11

Meals and Snacks, and Personal Items - 12

Outdoor & Play, and Photo/Video and Social Media Policy- 13

Behavior Management and -14

Babysitting Policy- 15

Babysitting Release Agreement -16

Confidentiality and Mandated Reporting Licensing Requirements -17

DHS Licensing Requirements & Payment Assistance -18

Expulsion Policy 19-21

Inclusion Policy & Non-Discrimination Policy- 22-23

2025 Recommended Immunizations- 24-25

Introduction

The Early Enrichment Center (EEC) at Idlewild, is an enrichment program of Children and Family Enrichment (CAFE) at Idlewild. At CAFE, we care for families by providing enriching environments for infants and children at the EEC and by caring for adults in the Parent Enrichment Program (PEP). For more information regarding CAFE or PEP please visit www.cafeidlewild.org.

The EEC is in the heart of midtown and offers early enrichment childcare for children 6 weeks through age 4. We offer a myriad of opportunities for family and parent involvement.

First and foremost, we love children. We believe in the life-shaping impact of earliest brain development and want to provide a model for our city that involves children growing in diversity from infancy. We believe that “Touch, Talk, Read, and Play” is vital to early childhood development. The EEC offers children a loving, creative, safe, and stimulating care environment.

Recent studies prove that by age three babies’ brains are 80% developed, so these first years are vital to rearing healthy, resilient, and creative children. The EEC is an enrichment program focused on brain development to engender social-emotional growth, self-regulation, and creativity.

The EEC is a center where young children of all backgrounds develop healthy relationships. Babies come into the world with no judgment, bias, or fear of the world. The EEC is committed to encouraging a new community, based in childhood wonder, innocence, and grace. We are excited to welcome children of every race, family configuration, socio-economic background, and religion. We know that beginning with a diverse community in the earliest stages will strengthen not just children but families and the larger community in which we live.

The EEC is governed by the CAFE Board. CAFE is a 501(c)(3) entity in partnership with Idlewild Presbyterian Church. CAFE Board is made up of Idlewild Church members and community leaders. CAFE Board serves as the Board of Directors for the EEC and is entrusted to inform policies necessary for the day-to-day operation of the EEC.

The EEC shares it’s building (classrooms, playground, and resource rooms) with Idlewild Presbyterian Church. Therefore, religious paraphernalia may be visible. However, the EEC is not a religious program or organization, and we do not teach nor endorse any religious curriculum.

The EEC is granted its childcare license by the Tennessee Department of Human Services (DHS) and therefore adheres to all DHS licensing rules and regulations.

Hours and Holidays

The center hours of operation are **7:00 a.m. until 6:00 p.m.** A late fee of \$5 per minute will be added to your account if pick up is after 6:00 p.m.

The EEC program follows a traditional school calendar year from August to May, with assessments and family-teacher conferences occurring once a year. Summer Camp scheduling begins in June and ends early August. During our summer camp program, the EEC shifts from an emergent-curriculum approach to a theme-based curriculum approach.

The EEC will be closed for six in-service days (staff professional development); an autumn break (the Wednesday before Thanksgiving and following Friday), Winter Break (one week for Christmas/exact dates determined annually), and Spring Break (Good Friday and Easter. Monday); and the following holidays: Labor Day, Indigenous Peoples Day, New Year's Day, Dr. Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day. (See School Closure Calendar in Welcome Packet)

Holidays are not discounted from weekly rates. Regular weekly tuition and fees apply to all weeks in which a holiday falls, except a week the center is closed in December. Please refer to Payment Policy for additional information regarding school closures and student



A. Application Complete the student application form and fee (see below) on our website at www.cafeidlewild.org. You will be notified by email of acceptance or placement on the wait list.

B. Enrollment Procedures

When a classroom opening becomes available, priorities for enrollment are based on the age of the child, as follows:

1. Siblings of current children enrolled in childcare (6wks-4yrs old)
2. Children of EEC teachers & staff
3. Children of families affiliated with CAFE programs
4. Children on waiting list by application date

The Enrollment Process:

- Families will receive a notice of an available spot and have 48 hours to accept the offer
- Once accepted, families will be provided with an enrollment packet, tuition contract, and other admissions documents.
- Documents must be reviewed, signed, and returned along with the deposit in the amount of 1 week's tuition and other enrollment fees

Admissions Cont.

C. Pricing Information

Fees	Age Group	Tuition
<ul style="list-style-type: none"> • \$50 non-refundable application fee 1 week's tuition for • Deposit \$25 cot fee • Activity fee \$25 • Yearly registration fee \$100 (Jan) 	Infants- 6 weeks-12 months	\$375/week, Traditional Program,7am-6pm
	Toddler- 13-23 months 24-35 months	\$375/week, Traditional Program,7am-6pm
	3 Years Old- 36-47 months	\$350/week, Traditional Program,7am-6pm
	4 Years Old	\$350/week, Traditional Program,7am-6pm

Families can anticipate a minimal yearly tuition increase.

Payments must be made online or through automatic bank transfer. There may be a minimal processing fee. Cash and checks will not be accepted.

The week's payment that is required with the child's deposit will be applied to the child's final week at the center and is **non-refundable**. Thus, the first tuition payment must be paid prior to the child's first week.

Weekly payments are due no later than the Friday before each week of classes. Monthly payments are due the first day of the month. Quarterly payments are due the first day of the quarter. **There will be a \$50 late fee charge for any payment received after the due date.** Multiple late payments may result in the child's dismissal from the center.

Two weeks' notice in writing is required prior to withdrawal from the center. Without such notice the parent will be billed for an additional 2 weeks of tuition. All accounts must be current at the time of withdrawal.

When facing other unexpected closures deemed necessary by the local, city, state, or federal agencies payment will be due in full for the first 30 days of that unexpected closure. If closure persist longer than 30 days payment will be reduced by 50% for the remainder of the closure period.

Payments are required as part of your child's enrollment even if they do not attend or are absent. Failure to pay all fees and balances will incur late fee payments and may result in the child's dismissal from the center.

No credits are given for sick or vacation days, holidays, reduced number of days as outlined in the exclusion policy, staff training or professional development closures (in-service days), or closures due to inclement weather.

Communication

For children entering in August, family orientation and open house to meet their child's teachers will be held in early August. Notification will be sent to inform of the time and date. Policies, procedures, and curriculum are explained and discussed at this time. The DHS requires one parent/teacher conferences each year for all children. All daily schedules will be posted in the classrooms. Updates will be received via the app Brightwheel.

Daily reports: Each day you will receive a daily report via the app Brightwheel informing you about your child's day; a hard copy will be given upon request. Please feel free to speak briefly with your child's teacher regarding their day if you have any questions.

Families who have questions about our policies and procedures that have been implemented by administration should contact us to schedule an appointment to discuss these concerns with the Director. We ask that you not complain to teachers about things that are out of their control.

Verbal messages from the children cannot be accepted by the teachers. Please email eecadmin@cafeidlewild.org.

Please do not discuss concerns with teachers while students are present. Teachers need to give their attention to the children at that time. If you wish to discuss a concern with your child's teacher, please call the center to set up an appointment. The Director and staff are eager to know of any ways our program might better serve your needs. If you have any suggestions, please talk openly about them with the Director.

Formal observations of children happen regularly throughout the school year. These observations include information about children's growth and development, goals, interests, concerns, etc. These are shared with families during conferences and when concerns arise. Conferences happen once each semester. Family-teacher conferences are used to discuss children's strengths, interests, development, and goals. During conferences, families and teachers work together to set goals to support the child's growth and development.

Changes or Cancellation of Activities Policy

We reserve the right to withdraw, reschedule, or change any course, program, or feature advertised in association with the EEC for which there is insufficient demand or other unforeseen circumstances. All information printed, electronic, or verbally stated may be changed or cancelled without written notice. Please continue to check our website for up-to-date changes: www.cafeidlewild.org.

Absences

If your child will be absent from school you must notify the EEC via Brightwheel.

Emergency Closures

In the event of inclement weather, the EEC will close if deemed necessary, and full payment of that will is due.

In case of serious emergencies such as tornadoes, earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be well cared for until parents or emergency contacts arrive. Any emergency closures will be communicated via Brightwheel.

Illnesses

A child showing signs of illness will be cared for apart from other children to the extent that supervision can be maintained for all children. The family will be contacted and arrangements will be made for pick up immediately. You are expected to pick up your child within an hour. We do not provide care and/or isolation for a child with a contagious condition.

In compliance with Tennessee Department of Human Services (DHS) and to help protect your child, other children, families, and staff, children with these symptoms cannot be brought to the center:

- Temperatures of 100.4 degrees in the last 24 hours without the aid of a fever reducer (Tylenol and other medicines cannot be given to mask a fever).
- Diarrhea or vomiting in the last 24 hours.
- Any communicable disease including, but not limited to, strep throat, chickenpox, pink eye, respiratory syncytial virus (RSV), head lice, measles, mumps, tuberculosis, Fifth Disease, Impetigo, Infectious mononucleosis, ringworm, rubella, scabies, hepatitis A or hepatitis B, flu, ringworm, COVID, and hand foot and mouth.

Any communicable illness will require a written doctor's clearance letter prior to readmission.

Please note: A doctor's statement will not supersede EEC's return to school guidelines for illness.

Impetigo and diagnosed strep require treatment according to a licensed medical professional's instructions prior to readmission.

A child diagnosed with scabies or lice requires proof of treatment prior to readmission.

A child who has had an unexplained cough for 3 weeks or longer may not return to the center until they can be evaluated by a licensed health care provider and medically cleared prior to readmission.

Illnesses Cont.

Parents/guardians of every child enrolled will be notified immediately if one of the following communicable diseases has been introduced into the child care agency:

- Hepatitis A;
- Food-borne illness (food poisoning);
- Salmonella;
- Shigella;
- Measles, mumps, and/or rubella;
- Pertussis;
- Polio;
- Haemophilus influenza type B;
- Meningococcal meningitis;
- Chickenpox; and
- Any other illness so identified by the state or local Department of Health.



We will report the occurrence of any of the above diseases to the local health department no later than the end of the day on which it is discovered.

Medical

Annual health examinations are required and are the responsibility of the family. This should include an updating of the immunization certificate as needed.

A.Children Enrolling in Child Care Facilities, Pre-School, Pre-Kindergarten

Infants entering child care must be up to date at the time of enrollment and are required to provide an updated immunization certificate after completing all of the required vaccines due no later than 18 months of age.

•Haemophilus influenzae type B (Hib): if younger than 5 years only •Pneumococcal conjugate vaccine (PCV): if younger than 5 years only •Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate) •Poliomyelitis (IPV or OPV) •Hepatitis B (HBV) •Hepatitis A: 1 dose, required by 18 months of age or older •Measles, Mumps, Rubella (1 dose of each, normally given together as MMR) •Varicella (1 dose or credible history of disease)

Medical Cont.

(See attached CDC Recommended Immunizations for Children from Birth - 6yrs; 7yrs-18yrs old)

B.Children with Medical or Religious Exemption to Requirements

- Medical: Physician (MD, DO) or Public Health Nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) on the state of TN medical exemption from immunization form. Other vaccines not identified by medical exemption remain required. The medical reason for the exemption does not need to be provided.

- Religious: This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices AND documentation of a health examination. This must be noted by the healthcare provider on the immunization certificate. The provider must check the box that the parent has sought a religious exemption to explain why immunization information is absent or incomplete.

C. Alternative Proof of Immunity for Certain Diseases

A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B, or varicella. For varicella, documentation of provider diagnosed varicella (year) or provider-verified credible history of illness given by a parent or guardian (year) also is acceptable. By documenting a history of disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

D.Immunization Certificate

Immunization certificates must be signed by persons licensed by the TN Board of Medical Examiners or the Board of Osteopathic Examiners (MD, DO, PA), advanced practice nurses (APNs) licensed by the TN Board of Nursing, or Public Health Nurses (PHN) in a TN health department. A medical exemption requires the signature of a physician or PHN.

C. Medication

If a child must be given medication by the EEC staff, a completed and signed medication authorization form must be given to a member of administration. All prescription medicine will be kept locked in the building and must be in the original container with a doctor's instructions clearly visible.

The school will not administer any "first time" dosage of a prescribed or nonprescription medication. We will not accept over the counter medication without a doctor's note for dosage of the medication.

Arrival and Departure

Safety and security are vital to our children, families, and staff. **Please be sure to check your child in/out daily in Brightwheel. This is required by the state and gives us a record of who is in attendance each day. Anyone who picks up or drops off must have a separate Brightwheel account for checking in/out.** All students are required to be at school no later than **10:00 AM** to be permitted to attend for the day. Doctor's appointments accompanied by a return to school note are the only exception to this rule.

Any changes (persons added or removed) to the authorized emergency pickup and pickup lists must be updated in Brightwheel. **The EEC reserves the right to ask for proof of identity before releasing children to any adult.**

In order to provide outstanding care, the EEC reserves the right to refuse dismissal to anyone showing evidence of impairment or inability to provide sufficient care for a child.

An adult must accompany the child to the classroom each day, make contact with the teacher (or assistant), and check in and out via Brightwheel. **Your child's teacher should be made aware of any injuries sustained at home.**

Children **MUST** wash their hands upon entering the class in the morning. This is a DHS regulation. Families are also required to wash their hands before entering a classroom. Families are not allowed to be on cell phones when dropping off or picking up their children. The teacher must have your undivided attention to relay any important information about the child.

Upon departure please be sure to check-out your child. If someone other than a parent/guardian is to pick up your child, the office must be notified via Brightwheel. Children will not be released to unknown or unauthorized adults.

Previously authorized adults unknown to the office staff will be required to present valid ID.

All visitors, including families, will be required to sign a visitor's log located in the office and wear a visitor's badge.

Do not allow your children to play near the parking lot and street at drop off or pick up times. Please do not use a cell phone while driving in the lot. At no times can a vehicle be left running with the driver outside of the car. Never leave a child unattended in your vehicle.

Please bring in all valuables during drop off or pick up time. The EEC will not be responsible for any items stolen or damaged. Children must **NEVER** leave the building or grounds without permission of the EEC staff.

Safety and Security

Children are supervised at all times. Children are never left alone.. At least one staff person working with each group of children is certified in Pediatric CPR and First Aid. Children are taught safety rules within each classroom as well as safety rules for outdoors.

All accidents and incidents occurring at preschool, no matter how minor, are documented and parents are made aware. We will notify parents about any significant accidents or incidents. If the administrator determines that the child needs medical attention, parents will be informed immediately when deemed necessary by administration, emergency medical services may be called. **Any fees incurred due to emergency services being called will be at the responsibility of the family.**

We conduct regular emergency drills for fire, earthquake, tornado, and intruder awareness. Emergency supplies are kept on site.

EEC is a smoke and vape free campus. therefore, no one shall be permitted to smoke or vape within 550 feet of the childcare agency during drop off, pick up, or at any other time.

The EEC is committed to maintaining an environment where children are protected from abuse. Policies and background checks are in place to prevent incidents of physical, sexual, or emotional abuse from occurring in our programs. staff members have received training in abuse prevention and recognition. We are, as is any citizen, required by law to report any suspected abuse or neglect to the Tennessee Department of Children's Services. **Your child's teacher should be made aware of any injuries received at home.**

The staff may not notify parents when the Tennessee Department of Children's Services are called about possible child abuse, neglect, or exploitation, except on the recommendation of Tennessee Department of Children's Services.

Families are required to give the EEC a copy of their parenting plan in the event of any major changes in family configuration (ex. separation, divorce, family death, relocation, order of protection, etc.) which may affect a child's daily routine, guardianship, or emergency contacts.

Meals and Snacks

Lunches and food from home must meet the United States Department of Agriculture (USDA) Meal Guidelines from the Child and Adult Care Food Program Meal Patterns (CACFP). Please visit: www.fns.usda.gov and www.fns.usda.gov/cacfp/meals-and-snacks for more information.

EEC provides students older than 7 months with two (2) snacks per day and lunch for students older than 12 months. Breakfast is served at 9:00AM and students must arrive by 9:00AM to eat breakfast. Lunch is served at 11:00AM. All students in attendance are provided an afternoon snack. Students may bring in a packed lunch, but it must consist of an entrée, fruit, vegetable, and milk. **Please only send meals that do not require heating or refrigerating.** Monthly menus can be found at the front entrance. We do not provide substitutions for picky eaters. However, we may recommend for parents to provide a substitute entrée for a student that refuses to eat. All lunches and bottles must be clearly marked with the child's name in plastic containers.

Bring food which the child can feed themselves, if necessary and have food ready to eat (ex. fruit peeled, grapes cut, sandwiches cut)

Birthdays: Due to health regulations, **only purchased goods will be served.** These items must be marked clearly as “nut-free” and arrive in their original packaging. Oversized goodie bags, balloons, and more elaborate festivities are to be reserved for another time. Party invitations may be passed out at school only if the entire class is invited. The EEC will not accept any personal deliveries on behalf of children.

The EEC is a nut-free Center.

Personal Items

All children should have two complete changes of clothes to keep at school at all times, including an extra pair of shoes and socks. These should be sent in a ziploc bag, with each item labeled with the child's name. Please keep clothes appropriate for each season. Additionally, during potty training more clothes will be needed.

The EEC will not accept any personal deliveries on behalf of children. Neither the EEC nor the staff are responsible for any items brought from outside the center. The child's first and last name must be on all items brought from home.

Outdoor Play

Sunscreen use is recommended, please check with your physician before use and fill out a medication authorization form if your child needs to be given sunscreen. Sunscreen must be provided by parents.

If your child is unable to play outside for any reason, it is advisable to keep them at home that day. If a child is not well enough to play outside, they are not well enough to attend school. There are no accommodations for an unwell child to play inside while the class is outside.

Insurance Policy

The parent/guardian acknowledges and accepts the risks of physical injury associated with participation in activities and field trips. Except for gross negligence on the part of the EEC, the participant (or parent/guardian) accepts personal financial responsibility for any bodily or personal injury sustained during any activity, event, or program.

Furthermore, the participant (or parent/guardian) promises to hold harmless the EEC and its representatives for any injury related to the activity. If a dispute over this agreement or any claim for damages arises, the participant (parent/guardian) agrees to resolve the matter through a mutually acceptable arbitration process.

Photo/Video and and Social Media

The EEC reserves the right to take and use photographs that may include your child to be used in promotional material and various media sites. If there is any reason your child should not be included, please notify the Director in writing.

Protect confidential information at all time. Never post any photos, comments, or information about a staff member, EEC, or children and families who are currently enrolled or have been previously enrolled at EEC. This includes both names and/or descriptions and positive/negative comments.

Behavior Management Procedures

Our approach to discipline is through conflict resolution processes, prevention, and positive behavior management procedures. Discipline is seen as a process of developing appropriate behaviors.. The goal is educating and redirecting children with an emphasis on cooperation..

By law and program philosophy and policy, the following forms of discipline are forbidden to be used by hitting, spanking, shaking, scolding, shaming, isolating, labeling, or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Children are expected to respect the staff, each other, the materials, and environment provided.

We are committed to an environment where all children are safe. Incidents of fighting, spitting, biting, scratching, hitting, teasing, and using threatening language will first be handled by the teacher as he/she teaches lessons of respect of self and others. Parents will be notified in writing and via Brightwheel of all incidents. If, however, a child repeatedly hurts another child or adult, or if his or her behavior requires more individual attention than can be given within child to staff ratios, parents will be called to take their child home, and the parents will meet with the Director prior to the child returning to the learning environment.

The EEC reserves the right to dismiss any child whose presence is considered detrimental to either them, other children, or in the EEC's best interest. The dismissal process will include a parent/teacher/Director conference and written notice prior to dismissal.

Babysitting Policy

The Early Enrichment Center does not provide a babysitting service nor childcare outside our normal operating hours. However, we understand that parents sometimes ask staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and families:

The EEC is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and family. However, we do expect staff members to inform us if they are babysitting or caring for a child that attends the EEC outside of the setting.

We require the staff member and parents/legal guardians to sign a copy of the **Babysitting Release Agreement**, which we will keep on file for the child and staff member.

We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history, and Department of Human Services background checks as well as several other processes. While in our employment, all staff are subject to ongoing supervision, observation, and assessment to ensure that standards of work and behavior are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment. Parents/legal Guardians should make their own checks as to the suitability of a member of staff for babysitting.

We will not take responsibility for any health and safety issues, conduct, grievances, or any other claims arising out of the staff member's private arrangements outside of the EEC hours of operation. The member of staff will not be covered by the EEC's insurance while babysitting as a private arrangement.

Out-of-hours work arrangements must not interfere with the staff member's employment at the EEC.

All staff are bound by contract of the Employee Confidentiality Agreement and Non-disclosure Agreement that they are unable to discuss any issues regarding the EEC, other staff members, parents, families, or other children.

The EEC has a duty of care to all children attending the setting, so if a staff member has some concerns for a child following a private babysitting type arrangement, they need to pass these concerns on to the Director of EEC.

It will be the staff member's responsibility to ensure they have the appropriate insurance, and child restraints or child safety seats if they are transporting them in a car.

(See attached Babysitting Release Agreement)

Baby Sitting Release

We, _____ and _____, the parents and/or legal guardians of _____ (hereinafter collectively referred to as “the Family”) and _____, (hereinafter referred to as the “Teacher”) understand, acknowledge, and agree as follows:

1. The Early Enrichment Center does not support or sanction the practice of families engaging the services of any of the Early Enrichment Center’s employees for babysitting.

2. In the event that the Teacher is engaged by the Family to babysit, the Early Enrichment Center does not, in any way, warrant or guarantee the suitability of the Teacher for this purpose. The Early Enrichment Center shall not be responsible, in any way, for such arrangement nor shall the Early Enrichment Center be responsible, in any way, for any disputes of any kind and nature, which may arise between you, including any claims, injury, or damage to the Family, their minor child/children, the Teacher, or either’s property.

3. While engaged by the Family as a babysitter, the Teacher shall be considered an employee of the Family and not an employee of the Early Enrichment Center. Any activities or events that occur during such babysitting services, including but not limited to any transportation to and from the Early Enrichment Center, are outside Teacher’s responsibilities and duties as an employee of the Early Enrichment Center. By signing below, the Family, on behalf of themselves and their minor child/children, and the Teacher hereby agree to release, hold harmless, and indemnify the Early Enrichment Center and their subsidiaries, affiliates and employees for any claims, injury, or damage of any kind and nature arising therefrom.

Signature of Teacher
Date

Signature of Parent/Legal Guardian
Date

Signature of Parent/Legal Guardian
Date

Confidentiality & Mandated Reporting

Confidentiality Expectations:

Unless written consent is provided by families/legal guardians, information regarding children will not be released -- with the exception of that required by Tennessee law and Tennessee regulatory and partnering agencies. All records concerning children enrolled in EEC are confidential.

Mandated Reporting

Under Tennessee state law, everyone is a mandated reporter. EEC is required by law to immediately report any suspected child abuse and/or neglect to the Tennessee Department of Children's Services or local law enforcement.

If you suspect child abuse or neglect, report it to the Tennessee Child Abuse Hotline at **1-877-237-0004** or to local law enforcement. Your report can remain anonymous.

DHS Licensing Requirements

Licensing Requirements To provide early childcare and education in the state of Tennessee, the State has a standard that must be adhered to by all providers, educators, and staff.

These standards are in place to provide not only quality care but also safety to all children in the childcare agency/program. If you have questions about the licensing requirements set in place by the state of Tennessee, please review the copy of licensing requirements in your family packet. A digital copy can also be found by clicking this [link](#) or scanning the qr code below.



Payment Assistance The state of Tennessee offers various childcare payment assistance programs including Smart Steps and Families First. Check your eligibility clicking this [link](#) or scan the qr code below.



Expulsion Policy

High quality childcare and early learning are a top priority for The Early Enrichment Center. We aim to create positive environments that focus on preventing dis-enrollment, suspensions, and expulsions.

We encourage partnerships between educators, staff, and families to support optimal development, and to ensure fairness, equity, and understanding to support children's holistic well-being.

Prevention of Expulsion To prevent dis-enrollment, suspension, or expulsion of children, EEC utilizes the following policies and practices in a consistent and non-discriminatory manner:

1. Use of developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research-based evidence and quality practices in child development, early learning, and education.
2. Investment in professional development, training and education to ensure educators have the competencies to support children's social and emotional health.
3. Provide family engagement opportunities.

Additional Preventative Steps Prior to dis-enrollment, suspension, or expulsion, EEC staff and administration will follow these guidelines:

1. Reduce the number of days and/or amount of time in care for the child for a specified time frame.
2. Conference with the family/parents to discuss positive behavior interventions and set goals for improvement.
3. Document classroom strategies that are being used in an effort to prevent and reduce disenrollment, suspension, or expulsion.
4. Provide reasonable accommodations.

Expulsion Policy cont.

Immediate Actions There may be times where immediate actions of dis-enrollment, suspension, or expulsion from EEC must occur. Reasons for immediate dis-enrollment, suspension, or expulsion include, but are not limited to the following:

1. The child is at risk of causing serious injury to self or others, including other children and/or adults.
2. The child displays or engages in ongoing physical and verbal abuse of others, including other children and/or adults.
3. The child displays or engages in uncontrollable and inconsolable tantrums or angry outbursts that significantly hinder the child's ability to participate regularly in the school day.
4. The child engages in excessive biting that cannot be redirected and which poses a significant threat to the well-being of other children and/or to adults.
5. The child fails to readjust or fails to show improvement after the implementation of additional preventative steps (see above for more detail on additional preventative steps).
6. The child's accommodations for successful participation in care place an undue burden on the childcare agency's finances or resources.
7. The child's continued care at EEC could be harmful to, or not in the best interest of, the child as determined by a medical, psychological, or social services personnel.
8. The parent/family engages in threats or intimidating actions towards staff, other adults, or children.
9. The parent/family engages in verbal abuse toward staff, other adults, or children.
10. The parent/family fails to pay their child(ren)'s tuition/fees or displays a recurring pattern of late payments.
11. The parent/family fails to complete required forms including child's Reimmunization records.
12. The parent/family displays a recurring pattern of late pick up.

Expulsion Policy cont.

Procedures When a child begins to exhibit a pattern of challenging behaviors, staff and/or directors will notify the family. After communicating with the family, staff and/or Director will work with the family to determine next steps and procedures for addressing challenging behaviors.

Staff and/or directors and the family may decide that a transition plan is an age appropriate goal for addressing challenging behaviors. General steps for a transition plan are listed below, but each plan will depend upon the individual needs of the child and severity of challenging behavior:

Step 1 When challenging behaviors reoccur, the staff will document in detail the behavior that is occurring, teacher/staff actions to address the behavior, and classroom expectations for limiting the behavior documentation will be provided to families.

Step 2 If challenging behaviors occur again, the parent/family is required to schedule a conference with the staff and/or director to discuss their child's behaviors. External resources will be provided to families during this time to submit referral for behavior or inclusion support services.

Step 3 At this time, staff, Director, and/or family may determine that the next step is to reduce the child's number of days and/or amount of time in care for a specified time frame. The specific and agreed upon time frame will be in place in conjunction with additional strategies and resources to support the child and family in addressing the challenging behavior. Payments are required as part of your child's enrollment. Failure to pay all fees and balances will incur late fee payments.

Step 4 If a child must be dis-enrolled, suspended, or expelled because of challenging behaviors, EEC will assist the parent/family the transition out of care by identifying mental/behavioral health resources and providing this information to families.

Communication

EEC's Expulsion Policy will be clearly communicated to all employees and all parents/legal guardians of currently enrolled children.

Parents/Legal Guardians

The Expulsion Policy is incorporated into the Family handbook. Within 30 days of adopting or updating the policy, the Director shall disseminate and review the policy with parents/legal guardians of all currently enrolled children. Parents/legal guardians will sign a statement acknowledging they have received and read the agency's Expulsion Policy. The signed statement will be kept in their child's file.



Inclusion Policy

Policy Statement The Early Enrichment Center welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Procedures Admissions/waiting list children of all abilities are accepted into The Early Enrichment Center and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained, and children will be accepted from the list on a first come first served basis.

Inclusive Environment

Early childhood educators at The Early Enrichment Center use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines, and activities are flexible and early childhood educators will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving

program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Georgia law or when information is subpoenaed by the court.

Family Centered Practices

The Early Enrichment Center acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. The Early Enrichment Center communicates with each family daily and has regular conferences to discuss the child's successes and challenges.

Professional Development and Support for Staff

Training and support are provided to ensure that all staff are comfortable, confident, and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers, and others. The Early Enrichment Center welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. The Early Enrichment Center supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

Non-Discrimination Policy

The EEC is committed to creating an environment in which all individuals are treated with respect and dignity. Our goal is to provide an atmosphere in which every child grows in self confidence and self- esteem. The EEC does not discriminate on the basis of gender identity, race, color, sexual orientation, religion, or national or ethnic origin in admittance, education, or other administrative policies.

Your child needs vaccines as they grow!

2025 Recommended Immunizations for Birth Through 6 Years Old

Want to learn more?
Scan this QR code to find out which
vaccines your child might need. Or visit
www2.cdc.gov/vaccines/childquiz/



VACCINE OR PREVENTIVE ANTIBODY	BIRTH	1 MONTH	2 MONTHS	4 MONTHS	6 MONTHS	7 MONTHS	8 MONTHS	12 MONTHS	15 MONTHS	18 MONTHS	19 MONTHS	20-23 MONTHS	2-3 YEARS	4-6 YEARS	
RSV antibody	Depends on mother's RSV vaccine status						Depends on child's health status								
Hepatitis B	Dose 1	Dose 2					Dose 3			Dose 3					
Rotavirus			Dose 1	Dose 2	Dose 3										
DTaP			Dose 1	Dose 2	Dose 3				Dose 4					Dose 5	
Hib			Dose 1	Dose 2	Dose 3				Dose 4						
Pneumococcal			Dose 1	Dose 2	Dose 3				Dose 4						
Polio			Dose 1	Dose 2				Dose 3						Dose 4	
COVID-19	Depends on child's health status														
Influenza/Flu	Every year. Two doses for some children														
MMR										Dose 1				Dose 2	
Chickenpox										Dose 1				Dose 2	
Hepatitis A										2 doses separated by 6 months					

- KEY**
- ALL children should be immunized at this age
 - SOME children should get this dose of vaccine or preventive antibody at this age

- ▨ Parents/caregivers should talk to their health care provider to decide if this vaccine is right for their child

- Talk to your child's health care provider for more guidance if:**
1. Your child has any medical condition that puts them at higher risk for infection.
 2. Your child is traveling outside the United States. Visit wwwn.cdc.gov/travel for more information.
 3. Your child misses a vaccine recommended for their age.



FOR MORE INFORMATION
Call toll-free: 1-800-CDC-INFO (1-800-232-4636)
Or visit: www2.cdc.gov/vaccines/childquiz/

What diseases do these vaccines protect against?

BIRTH- 6 YEARS OLD

VACCINE-PREVENTABLE DISEASE	DISEASE COMPLICATIONS
<p>RSV (Respiratory syncytial virus) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact</p>	Infection of the lungs (pneumonia) and small airways of the lungs; especially dangerous for infants and young children
<p>Hepatitis B Contagious viral infection of the liver; spread through contact with infected body fluids such as blood or semen</p>	Chronic liver infection, liver failure, liver cancer, death
<p>Rotavirus Contagious viral infection of the gut; spread through the mouth from hands and food contaminated with stool</p>	Severe diarrhea, dehydration, death
<p>Diphtheria* Illness caused by a toxin produced by bacteria that infects the nose, throat, and sometimes skin</p>	Swelling of the heart muscle, heart failure, coma, paralysis, death
<p>Pertussis (Whooping Cough)* Contagious bacterial infection of the lungs and airway; spread through air and direct contact</p>	Infection of the lungs (pneumonia), death; especially dangerous for babies
<p>Tetanus (Lockjaw)* Bacterial infection of brain and nerves caused by spores found in soil and dust everywhere; spores enter the body through wounds or broken skin</p>	Seizures, broken bones, difficulty breathing, death
<p>Hib (Haemophilus influenzae type b) Contagious bacterial infection of the lungs, brain and spinal cord, or bloodstream; spread through air and direct contact</p>	Depends on the part of the body infected, but can include brain damage, hearing loss, loss of arm or leg, death
<p>Pneumococcal Bacterial infections of ears, sinuses, lungs, or bloodstream; spread through direct contact with respiratory droplets like saliva or mucus</p>	Depends on the part of the body infected, but can include infection of the lungs (pneumonia), blood poisoning, infection of the lining of the brain and spinal cord, death
<p>Polio Contagious viral infection of nerves and brain; spread through the mouth from stool on contaminated hands, food or liquid, and by air and direct contact</p>	Paralysis, death
<p>COVID-19 Contagious viral infection of the nose, throat, or lungs; may feel like a cold or flu. Spread through air and direct contact</p>	Infection of the lungs (pneumonia); blood clots; liver, heart or kidney damage; long COVID; death
<p>Influenza (Flu) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact</p>	Infection of the lungs (pneumonia), sinus and ear infections, worsening of underlying heart or lung conditions, death
<p>Measles (Rubella)* Contagious viral infection that causes high fever, cough, red eyes, runny nose, and rash; spread through air and direct contact</p>	Brain swelling; infection of the lungs (pneumonia), death
<p>Mumps* Contagious viral infection that causes fever, tiredness, swollen cheeks, and tender swollen jaw; spread through air and direct contact</p>	Brain swelling; painful and swollen testicles or ovaries; deafness, death
<p>Rubella (German Measles)* Contagious viral infection that causes low-grade fever, sore throat, and rash; spread through air and direct contact</p>	Very dangerous in pregnant women; can cause miscarriage or stillbirth, premature delivery, severe birth defects
<p>Chickenpox (Varicella) Contagious viral infection that causes fever, headache, and an itchy, blistering rash; spread through air and direct contact</p>	Infected sores, brain swelling; infection of the lungs (pneumonia), death
<p>Hepatitis A Contagious viral infection of the liver; spread by contaminated food or drink or close contact with an infected person</p>	Liver failure, death

***Tdap** protects against tetanus, diphtheria, and pertussis

MMR protects against measles, mumps, and rubella