



# Membership Enrollment 2026 - 2027

|                |       |
|----------------|-------|
| Date received: | _____ |
| Membership ID: | _____ |
| App Fee Paid:  | _____ |
| Unit:          | _____ |

Enrollment will **NOT** be complete unless all forms and information are completely filled out, **current immunization records** and **birth certificate** are on file, and application **fee is paid**.

### Member Information:

|   |                                     |   |                                   |                                       |                                      |
|---|-------------------------------------|---|-----------------------------------|---------------------------------------|--------------------------------------|
| First Name:   | _____                               | M.I.                                      | _____                             | Last Name:                            | _____                                |
| Home Address:   | _____                               | Street                                    | _____                             | City                                  | _____                                |
|   |                                     |   |                                   | State                                 | _____                                |
|   |                                     |   |                                   | Zip                                   | _____                                |
| Date of Birth:  | ____/____/____                      | Gender:                                   | <input type="checkbox"/> Male     | <input type="checkbox"/> Female       |                                      |
| School Attending:   | _____                               | 2026/2027 Grade Level:                    | _____                             | Graduation Year:                      | _____                                |
| Member Receives:  | <input type="checkbox"/> Free Lunch | <input type="checkbox"/> Reduced Lunch    | <input type="checkbox"/> None     |                                       |                                      |
| Race/Ethnicity:   | <input type="checkbox"/> Caucasian  | <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Multi-Racial | <input type="checkbox"/> Other _____ |
| My Child has permission to <b>WALK</b> home at time of dismissal: | <input type="checkbox"/> Yes        | <input type="checkbox"/> No               |                                   |                                       |                                      |
| <i>** Additional form must be filled out if answered yes</i>      |                                     |   |                                   |                                       |                                      |

### Parent/Guardian Information:

|  |       |                            |                              |                             |       |
|--|-------|----------------------------|------------------------------|-----------------------------|-------|
| Father's Name/Guardian:  | _____ | Approved to pick up child: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |       |
| Cell Phone:  | _____ | Employer:                  | _____                        | Work Phone:                 | _____ |
| Mother's Name/Guardian:  | _____ | Approved to pick up child: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |       |
| Cell Phone:  | _____ | Employer:                  | _____                        | Work Phone:                 | _____ |
| <i>* If you selected "No" for "Approved to pick up child", documentation must be provided.</i> |       |                            |                              |                             |       |

### Additional Contacts:

|                            |                              |                             |  |
|----------------------------|------------------------------|-----------------------------|--|
| Name:                      | _____                        | Relationship to Member:     | _____  |
| Approved to pick up child: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Contact in case of emergency: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|                            |                              |                             | Cell Phone _____   |
| Name:                      | _____                        | Relationship to Member:     | _____  |
| Approved to pick up child: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Contact in case of emergency: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|                            |                              |                             | Cell Phone _____   |
| Name:                      | _____                        | Relationship to Member:     | _____  |
| Approved to pick up child: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Contact in case of emergency: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|                            |                              |                             | Cell Phone _____   |
| Name:                      | _____                        | Relationship to Member:     | _____  |
| Approved to pick up child: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Contact in case of emergency: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No |
|                            |                              |                             | Cell Phone _____   |

## Household Information:

### Member Lives With (Circle one or all that apply):

Both Parents  Mom  Dad  Step-Parent  Grandparent(s)  Other \_\_\_\_\_

Is Member from a Single-Parent Household:  Yes  No

Gender of Head of Household:  Male  Female

Military Household:  Yes  No

Member in the home 65 or older:  Yes  No

\* The information below **helps BGCOR to apply for grants and other monetary awards**. BGCOR will keep your personal information confidential. Boys and Girls Clubs of America request this information on applications. Paystubs for household may be requested for proof of income.

Annual Gross Household Income (please check one):

|  |  |   |
|--|--|---|
| \$0 - \$5000 <input type="checkbox"/>        | \$30,001 - \$35,000 <input type="checkbox"/> | \$60,001-\$65,000 <input type="checkbox"/>  |
| \$5,001 - \$10,000 <input type="checkbox"/>  | \$35,001 - \$40,000 <input type="checkbox"/> | \$65,001-\$70,000 <input type="checkbox"/>  |
| \$10,001 - \$15,000 <input type="checkbox"/> | \$40,001 - \$45,000 <input type="checkbox"/> | \$70,001-\$75,000 <input type="checkbox"/>  |
| \$15,001 - \$20,000 <input type="checkbox"/> | \$45,001 - \$50,000 <input type="checkbox"/> | \$75,001-\$80,000 <input type="checkbox"/>  |
| \$20,001 - \$25,000 <input type="checkbox"/> | \$50,001 - \$55,000 <input type="checkbox"/> | \$80,001-\$85,000 <input type="checkbox"/>  |
| \$25,001 - \$30,000 <input type="checkbox"/> | \$55,001 - \$60,000 <input type="checkbox"/> | \$85,000-\$90,000+ <input type="checkbox"/> |

Total Number in Household: \_\_\_\_\_

Member has allergies or dietary restrictions:  Yes  No

- Fish
- Milk/Dairy
- Peanuts/Peanut Butter
- Wheat/Gluten
- Drug Allergy: \_\_\_\_\_
- Other: \_\_\_\_\_

Member has special medical conditions?  Yes  No

- ADD/ADHD
- Asthma
- Diabetes
- Emotional/Behavior Disorder
- Epilepsy/Seizure Disorder
- Other: \_\_\_\_\_

Does Member have to take any prescription medication?  Yes  No

If yes, please list the names of those medications: \_\_\_\_\_

If yes to prescription medication, does member take medication during Boys & Girls Clubs hours?  Yes  No

*\*If yes, parent is required to complete an additional medication form.*

Do we have permission emergency room/ambulance if necessary:  Yes  No

Physician Name/Office: \_\_\_\_\_ Physician Phone: \_\_\_\_\_

Does member have insurance?  Yes  No Provider: \_\_\_\_\_ Policy # \_\_\_\_\_

### Club Tuition Policies:

In the event of non-payment, the Boys and Girls Clubs of the Ocoee Region reserves the right to terminate your child's enrollment until payment is received. If there is a waitlist, your child will be placed on the list and will have to wait until they can be placed on the active roster.

#### All Fees Below Are Weekly

#### Program Fees (Normal Hours)

1<sup>st</sup> Child: \$20  
2<sup>nd</sup> Child: \$15  
3<sup>rd</sup> Child: \$10  
4<sup>th</sup>+ Child: \$5

#### Early Bird (Days Before 10am)

\$10 per child

**Families First/Child Care Certificates Accepted.**

**For Scholarship information, please speak to your Unit Director  
Fees Due Weekly.**

### Hours Needed:

Please select the hours/season(s) in which the Boys & Girls Club could most benefit you (*can select multiple*):

- School Year Program
- Summer Program - No Early Bird
- Summer Program - With Early Bird
- Holidays (*Spring/Fall Breaks, Pres. Day...*)

If needing **Early Bird Services** due to work, please select the earliest time you would need childcare:

- 7am     8am     9am

## Member Fee Agreement

(Office use only)

Member Name: \_\_\_\_\_

\$10 Application Fee Paid?

Yes

No

|   | First Child | Second Child | Third Child | Additional siblings |
|---|-------------|--------------|-------------|---------------------|
| <b>Childcare Fees per week</b>  | \$20        | \$15         | \$10        | \$5                 |
| <b>Early Bird Fees per week</b><br><i>(before 10a on day hour days)</i> | \$10        | \$10         | \$10        | \$10                |

Total per School Year Week: \_\_\_\_\_

Total per Day Hours Week: \_\_\_\_\_

I agree to the above stated fees. I understand my account must be paid in full by end of each week. If my account is not paid in full, Boys and Girls Clubs of The Ocoee Region, Inc. reserves the right to terminate membership until the account is paid in full. By signing below, I agree to the statements above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date.

## Parental Release Form

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit, and forever discharge the Boys and Girls Clubs of The Ocoee Region, Boys and Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors, or volunteers, from all liability, claim's, demands, or causes of action for any and all loss, damage, injury or death and any claims of damages resulting from use of the facilities owned or controlled by the above organizations or participation in activities of said organizations either at or away from the club.

### Medical Treatment

\_\_\_\_\_ I give permission to the Boys and Girls Clubs of The Ocoee Region to seek emergency medical treatment for my minor child if I cannot be reached.

### Technology

\_\_\_\_\_ As a member of the Boys and Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible they may access inappropriate sites. The Boys and Girls Club will have rules and consequences at the Club for such behavior; however, we will not be responsible for the consequences of such access.

### Miscellaneous

\_\_\_\_\_ I understand that the **Boys and Girls Clubs of The Ocoee Region is NOT responsible for lost or stolen items** and hold the above names organization and any individual associated therewith harmless should a loss occur.

\_\_\_\_\_ I understand my child must attend **a minimum of 3 days per week** to maintain his/her active status. In the case of a special circumstance your Unit Director must be contacted or your child runs the risk of losing his/her spot and it will be given to the next person on the waiting list.

\_\_\_\_\_ If I no longer need the Boys & Girls Club services I will let a staff member know in order to allow another member enrollment

### Media

\_\_\_\_\_ I give my permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys and Girls Club and its activities.

### Member Confidentiality and Release Form

\_\_\_\_\_ The Boys and Girls Clubs of The Ocoee Region, Inc. will maintain all member files in a confidential manner. Pertinent information (i.e. report card information, academic information, or tutorial information) may be shared professionally with a Boys and Girls Club staff member of CAC (Community Action Committee) Case Manager. Files for all programs funded in whole or in part by the Tennessee Department of Human Services are available for monitoring and audit by DHS. Communication of member information to persons or agencies other than those listed above will require express written approval of the member's parent. The above information regarding the release of information in my child's file maintained by the Boys and Girls Clubs of The Ocoee Region, Inc. has been explained to me by a Boys and Girls Club staff. I agree to the release of information to persons or agencies listed above. I understand that any release of information to persons or agencies other than those mentioned above will require my written approval.

\_\_\_\_\_ I have read the completed application and this form, understand the rules of the Boys and Girls Club and request that **my child be admitted into membership.** I give my permission to the Boys and Girls Clubs of The Ocoee Region to share information about the minor child listed on this application with Boy and Girls Club of America for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys and Girls Clubs of The Ocoee Region included data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

\_\_\_\_\_  
PRINT Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



BOYS & GIRLS CLUBS  
OF THE OCOEE REGION

# Parent/Member Handbook Summary

2026/2027

I, \_\_\_\_\_ (please print) parent/guardian, confirm that I have received a copy of the Parent/Member Handbook Summary and Department of Education Licensing Summary therefore, I understand all of the rules and expectations mentioned in the handbook.

Name of Child(ren) that attend:

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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***Please keep the Parent Handbook Summary and TN Dept. of Education pages for your records (everything after this signature page).***

# Parent/Member Handbook Summary

2026/2027



|                     |  |
|---------------------|--|
| Mission             | <p><i>"To enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens..."</i> through 5 core areas of programming: Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts Program, and Sports, Fitness, and Recreation</p>   |
| Enrollment/Fees     | <p><u>Ages:</u> 5 – 18, if 5 years old child must be enrolled in kindergarten<br/> <u>Membership:</u> \$10 annual fee<br/> <u>Fees are per week:</u></p> <ul style="list-style-type: none"> <li>○ Program: 1<sup>st</sup> Child: \$20 - 2<sup>nd</sup> Child: \$15 - 3<sup>rd</sup> Child: \$10 - 4<sup>th</sup> Child+: \$5</li> <li>○ Transportation: 1<sup>st</sup> Child: \$5 - 2<sup>nd</sup> Child: \$3 - 3<sup>rd</sup>+ Child: \$1</li> <li>○ Early Bird (Before 10a): \$10</li> </ul> <p><b>Late Pick-Up:</b> Charged \$1 per minute after closing time.</p>  |
| Transportation      | <ul style="list-style-type: none"> <li>○ All members riding The Club bus must have a transportation release form signed.</li> <li>○ Transportation provided from school to Club. At least 5 students must ride the bus in order for us to include a school on our bus route.</li> </ul>  |
| Discipline          | <p><b>Suspension Policy:</b><br/> <u>Minor Offenses:</u> 1<sup>st</sup>: guidance and redirection; 2<sup>nd</sup>: guidance with small assignment; 3<sup>rd</sup>: parent notified further actions may be taken<br/> <u>Immediate Suspension:</u> include inappropriate non-contact minor sexual behavior, possession of a knife, youth leaving without staff/adult approval, being in an unsupervised area, stealing, gambling, fighting, disrespecting anyone.<br/> <u>Indefinite Suspension:</u> possession of a gun, threat with a weapon, hitting a staff member vandalism, distribution of drugs/alcohol, sexual misbehavior</p>   |
| Parent Expectations | <p>Open communication with staff, informing us of any problems or accomplishments; Respond as quickly as possible when member needs picked up; support our discipline; approach conflict with staff and/or other parent in a respectful manner; refrain from any physical punishment or verbal attacks of children on Club property.</p>   |
| Personal Belongings | <p>The Club is not responsible for lost, damaged, or stolen items. It's recommended that valuable items are kept at home. Cell phones and other personal electronic devices must be secured by member and remain off during Club participation. Staff have permission to search member backpacks and personal belongings daily, randomly, and without notice.</p>  |
| Closures            | <p>The Club will go by City School scheduling.<br/> <u>Inclement Weather</u></p> <ul style="list-style-type: none"> <li>○ If schools are dismissed early The Club is Closed and there will be no transportation provided</li> <li>○ If schools are Closed the Club will be Closed</li> </ul> <p><u>Holiday Closings</u></p> <ul style="list-style-type: none"> <li>○ Martin Luther King Jr. Day, Memorial Day, One week at the end of the school year, July 4<sup>th</sup> Week, Labor Day, Thanksgiving Day and day after, 2 weeks for Christmas and New Years</li> </ul>   |
| Dress Code          | <p>Clothing displaying inappropriate words, gestures, or images are not allowed. Clothing should be age and size appropriate. Skirts and shorts must reach fingertips and sleeveless shirts must be at least two fingers wide.</p>   |
| Field Trips         | <p>The Club will provide transportation to and from field trips. Permission slips will be sent home with additional information for every field trip and must return signed in order for member to attend. No verbal permission accepted.</p>  |
| Other Policies      | <ul style="list-style-type: none"> <li>○ No nit and no lice policy- Child must be nit/lice free for 24 hours before returning to Club</li> <li>○ Child cannot attend the Club if they did not go to school that day or if were sent home early due to sickness or any reason</li> <li>○ Child must be fever free for 24 hours before attending the Club</li> <li>○ Prescribed and non-prescribed internal medicine may only be administered to the child by a Club staff under the direction of a physician and a written release by parent</li> <li>○ Minor Injuries: member will be given first-aid and recorded in member's file. If injury is more serious, appropriate measures will be taken by calling an ambulance</li> <li>○ If child becomes ill while at the Club, arrangements must be made for pick up as soon as possible.</li> <li>○ No transportation is provided on early dismissal days</li> </ul> |
| CACFP               | <p>Snack and Dinner is provided year-round during meal times</p>   |



**Standards for School-administered Child Care, Chapter 0520-12-01**  
**SUMMARY**

**Program Approval, 0520-12-01-.03**

- All persons or entities must be certified by the Tennessee Department of Education.
- At least five school-aged children enrolled in kindergarten or above must be documented to be considered for approval by department jurisdiction. If documentation is not proven, the program will then be referred to the Department of Human Services for licensing.
- A least two visits will be made to the program under the temporary license to ensure health and safety regulations are followed. Once the annual license is issued, visits will include one announced and one unannounced each program year. Supplemental visits may include a summer visit, complaint investigations, and follow-ups for violations noted at the regular visits.
- A certificate is not transferable to another location.
- The program must submit an annual report to the department prior to Oct. 1. The certificate may be suspended if the report is incomplete.
- Programs are subject to being issued a safety plan if the department finds major health and safety violations during any on-site visit.

**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 before the child is allowed in the classroom.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the department 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 and should include individuals who are allowed to pick up the child at the end of the day, or any given time, by the parent.
- Children must be signed out of the program by the legal guardian. Staff may require 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 (DHS) childcare complaint number and the Department of Children's Services (DCS) 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 grouped with children older than 30 months; a separate area must be provided for infants and toddlers.
- At nap time, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips require adult:child ratios to be doubled. Swimming has a separate ratio chart (page 17) and the lifeguard is not included in the ratio.

**Staff, 0520-12-01-.07**

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally, and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers, and assistant teachers must be 21 years of age.
- All new staff must complete two hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.

- Documentation of training hours is to be maintained for each staff member and available for the department at any time during the program year.
- 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 five years for all employees.
- All teachers and assistant teachers must be at least 21 years of age.
- 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 30 hours of professional development training. At least six 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 two 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 three years through school age.
- Parents must be made aware of the curriculum and written approval from the parent/guardian must be maintained for each child.
- Outdoor play must be provided for all ages who are in care for more than three 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 rest shall occur at approximately the same time each day.

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

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must be 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 placed on their back to sleep or 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.
- Proper diapering procedures must be followed (CDC.gov).
- 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 immediately upon knowledge of the event. Annual training for this is required.
- A child abuse coordinator must be designated by the program. This person must be trained in child abuse reporting, be available for the program staff if they have questions about reporting, and serve as a liaison to the program staff, DCS, and law enforcement agencies.
- All staff and volunteers will cooperate with investigation personnel in the event of suspected child abuse or neglect.

#### **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.
- Staff 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.
- High chair 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.
- Fifteen 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 the vehicle.

**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.
- The governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements, and incident reporting procedures.

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

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

| 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**