



BOYS & GIRLS CLUBS
OF SOUTH CENTRAL TENNESSEE

(931)-490-9401
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www.bgcsctn.org

2026-2027 PARENT **HANDBOOK**

Boys & Girls Clubs of South Central Tennessee



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WELCOME LETTER

Dear Parents and Guardians,

We would like to welcome you and your child(ren) to Boys & Girls Clubs of South Central Tennessee. Thank you for entrusting BGC SCTN with your child(ren) as we instill in them our mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Your belief and trust in us are appreciated and do not go unnoticed. Every year, we join forces with our staff, Board of Directors, and community to ensure we promote academic success, encourage healthy lifestyles, and elevate good character and citizenship. We love our Club children and their families that allow them to come to the Club each day.

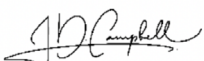
As you register your child(ren), please feel free to ask the staff to assist you in any way possible. Our staff are ready to give you a tour of the facility and introduce you to the staff.

- **Terra Osmon – (Marvin Wright, Spring Hill Elementary, Battle Creek Elementary and Middle)**
tosmon@bgcsctn.org (931) 490-9401 x2626
- **Brady Hargrove—Area Director – (Culleoka, Mt. Pleasant, Santa Fe, Woodard, Hampshire)**
bhargrove@bgcsctn.org (931) 490-9401 x. 2611
- **Haley Mostiller – Wayne Street/Howell Director**
hjohnson@bgcsctn.org (931) 490-9401 x2602
- **Kiane Taylor – Pulaski Unit Director**
Ktaylor@bgcsctn.org (931) 424-5815
- **Austin Hooper – Teen Services Director**
ahooper@bgcsctn.org (931) 490-9401 x2622

As you complete your online application, please provide as much detail as possible. Your information always remains confidential. The data collected on the application helps BGC SCTN obtain foundation allocations, grants, and other government funding individually, personal information is never shared. We appreciate your attention to detail in completing the application, and we look forward to a POSITIVE relationship with you and your child(ren).

We are committed to, above all else, keeping kids safe. If you have any questions, concerns, or feedback, please do not hesitate to reach out to us. We encourage all our families to visit our website at bgcsctn.org to learn more about what we are doing as well as follow our social media outlets for upcoming events. **Again, we would like to thank you and look forward to leading our youth through another fantastic year.**

Sincerely,



Chief Operations Officer

(931)490-9401 x2624 | jcampbell@bgcsctn.org

ENROLLMENT INSTRUCTIONS

ENROLLMENT INSTRUCTIONS: To complete the 2026-2027 membership application, click **Our Clubs** and then **Enroll** to navigate to the **Daxco log in page** at www.bgcscn.org. Here you will find a link to our parent portal where you will complete the membership application(s). Please complete one application per child that you wish to enroll, ensuring that you are purchasing a membership under your CHILD'S name and not your own.

Once your completed application is received, Club staff will then email you an electronic invoice for the first week's payment. In order to secure your slot, you must complete both the membership application AND pay the invoice.

Your slot is not secured until you have:

1. Purchased a new enrollment for your child via the parent portal
2. Received and paid your invoice, and
3. Received an official "Notification of Acceptance" email from Club staff.

Enrollment is open to all school age children in grades K-12. BGCSCN does not discriminate on the basis of race, creed, religion, national origin, sexual orientation, or handicap. Every effort will be made to accommodate children with disabilities. However, BGCSCN maintains a 1:20 staff/child ratio and cannot provide one-on-one care. Children must be able to follow directions in a group setting in order to participate in the activities of the Club. Please discuss any specific concerns or questions you have about your child's ability to participate in Club activities with the site's Unit/Area Director during your parent orientation meeting. If accommodation is needed for your child to succeed please request an accommodation form to fill out from your site's director.

LOCATIONS

- **Battle Creek Elementary:** After School Program will be offered on site for Battle Creek Elementary Club members from school dismissal until 6pm.
- **Battle Creek Middle:** After School Program will be offered on site for Battle Creek Middle Club members from the time of school dismissal until 6pm.
- **Brown Elementary:** For the After School Program, Club members that attend Brown will be bused to 209 Wayne Street upon school dismissal. The program will run until 7pm.
- **Culleoka Unit School:** After School Program will be offered on site at the school for Culleoka Club members from the time of school dismissal until 6pm.
- **E.A. Cox Middle:** For the After School Program, Cox members up to age 13 will be bused to 209 Wayne Street, and members over 13 years of age will be bused to the Teen Center at 210 W. 8th Street from the time of dismissal until 7pm.
- **Hampshire Unit School:** After School Program will be offered on site for Hampshire Club members from the time of school dismissal until 6pm.
- **Highland Park Elementary:** For the After School Program, Highland students will be bused to 209 Wayne Street following school dismissal until 7pm.
- **JE Woodard Elementary:** After School Program will be offered on site for Woodard Club members from school dismissal until 6pm.

- **JR Baker Elementary:** For the After School Program, Club members that attend Baker will be bused to 209 Wayne Street upon school dismissal. The program will run until 7pm.
- **Marvin Wright Elementary:** After School Programs will be offered on site for Marvin Wright Club members from school dismissal until 6pm.
- **Mt. Pleasant Elementary:** After School Program will be offered on site for Mt. Pleasant Elementary Club members from the time of school dismissal until 6pm.
- **Mt. Pleasant Middle/High School:** After School Program will be offered at the Mt. Pleasant Community Center. 501 Gray LN, Mt. Pleasant, TN. 38474
- **Pulaski Club, 540 Massey Drive, Pulaski, TN:** After School Program (school dismissal until 7 pm) for grades K-12th. Members will be dropped off by the Giles County Public Schools' buses at the corner of Victoria Place and Massey Drive and escorted by BGC staff to the Club entrance. The Pulaski Club will be open until 7pm.
- **Randolph Howell Elementary:** After School Programs will be offered on site for Randolph Howell Club members from school dismissal until 6pm.
- **Riverside Elementary:** For the After School Program, Riverside students will be bused to 209 Wayne Street from the time of dismissal until 7pm.
- **Santa Fe Unit School:** After School Program will be offered on site for Santa Fe Club members from the time of school dismissal until 6pm.
- **Spring Hill Elementary:** After School Program will be offered on site for Spring Hill Elementary Club members from school dismissal until 6pm.
- **Whitthorne Middle:** For the After School Program, Whitthorne students up to age 12 will be bused to 209 Wayne Street, and Whitthorne students 13 and up will be bused to the Teen Center at 210 W. 8th Street from the time of dismissal until 7pm.
- **BGC Teen Center, 210 W. 8th St., Columbia:** After School Program Only (school dismissal until 7pm) for youth 13 and up who attend Central High School, Spring Hill High School, E.A. Cox Middle, or Whitthorne Middle. Students will be bused from school to the Teen Center each afternoon after school. The Teen Center will be open until 7pm.
- **BGC Wayne Street Unit, 209 Wayne St., Columbia:** After School Program Only (school dismissal until 7pm) for youth up 5-12 who attend Brown, Highland Park, Riverside, E.A. Cox, Baker, or Whitthorne. Students will be bused from their schools to this location.

CLUB HOURS

After-school care will be offered from dismissal until 7pm for Wayne Street, Teen Center, Mt. Pleasant Community Center, and Pulaski Club.

All other sites will remain open until 6pm. All youth must be picked up on time based on their site's closing time.

During break periods, standard hours will be 7am-6pm.

FEES AND PAYMENTS

Fees are an important investment in the quality of your child's experience. These fees help make it possible for your child to experience all that Boys & Girls Clubs of South Central Tennessee has to offer by providing high-quality youth development opportunities for your family. We appreciate your timely payments of the required fees as they are documented and can be used as a credit reference.

MEMBERSHIP FEES FOR THE 2026-2027 SCHOOL YEAR ARE AS FOLLOWS:

The registration fee is a **one-time fee of \$40** which covers the Aug. 2026 through July 2027 period.

A. AFTER SCHOOL PROGRAM – \$55 weekly fee

B. BREAK PERIODS:

- Fall Break – \$75 for standard hours (7am-6pm).
- Thanksgiving Break (3 days) – \$45 for standard hours (7am-6pm).
- Winter Break (5 days) – \$75 for standard hours (7am-6pm).
- Spring Break – \$75 for standard hours (7:30am-6pm).

c. DROP-INS:

Drop-ins of non-registered members are only allowed during Teacher In-Service Days and Break periods. The fee for this service is \$20 per day (7am-6pm). Teacher In-Service Days for registered Club members are already included in the annual totals listed above. See below for more details.

D. TEEN CENTER PARENTS—contact Director Austin Hooper for enrollment, (931) 490-9401 x 2622 or ahooper@bgcsctn.org

E. PULASKI CLUB PARENTS—contact Director Kiane Taylor for pricing, (931) 490-9401 x 2628 or ktaylor@bgcsctn.org.

We appreciate your mindfulness and commitment to making your payments. In the event of sickness or vacations that will affect your child's attendance, we ask that you inform your Club Director and a waiver for that week will be implemented and will secure your child's spot.

No fee deduction is provided for emergency closings, or the holidays listed below.

A \$5 late fee will be assessed for any payments not made by 6pm on Friday. All payments will be processed via weekly invoicing. For your convenience, we can also set up auto-debit payments to your credit/debit card. Ask Club staff at your site for more information about signing up for ACH payments.

FINANCIAL ASSISTANCE

We believe that every child should have access to a first class out-of-school program. **No child or family is ever turned away based on inability to pay.** Boys & Girls Clubs of South Central Tennessee offers financial assistance for families who cannot afford the above fees. To request financial assistance, please complete the **Financial Assistance Application**. A staff member will review your application and then notify you what your fee will be for the 2026-2027 program year.

PLEASE NOTE: All families receiving financial aid will be required to sign up for ACH auto debit for weekly payments of their reduced fee amount.

DROP-IN/PARTIAL WEEKS/PRO-RATING

Payment by the week and drop-ins are only permitted for break periods.

For After School Care, the full weekly membership fee listed above is required, regardless of how many days you utilize per week.

OPEN & CLOSED DATES

The Club will be open on Fall Break, Spring Break, some teacher in service days, and some days surrounding the Thanksgiving and Winter Break periods, following the local school district calendar. Our Open & Closed Dates for the 2026-2027 school year are as follows:

MAURY COUNTY OPEN & CLOSED DATES: SCHOOL YEAR PROGRAM BEGINS ON MONDAY, AUGUST 3RD, 2026 AND RUNS THROUGH FRIDAY, MAY 21TH, 2027.

Aug. 7th (Teacher in service day) Open, Full Day	February 12th MCPS Closed - Open, Full Day
CLOSED Labor Day (Sep 7th)	February 15th- Presidents Day- Open, Full Day
CLOSED September 18th – BGC Professional Development Day	CLOSED Feb 19th- 20th for Regional Training
October 1st – MCPS early dismissal. May affect operation times.	March 11- MCPS early dismissal- may affect operation times
Fall Break, Oct. 2nd, 5th -9th - Open, Full Days	March 12th (Teacher in service day) - Open, Full Day
November 3rd – MCPS Closed- Open, Full Day	CLOSED March 26th – Good Friday
Thanksgiving Break, November 23rd – 25th - Open, Full Days	Spring Break, March 29th - April 2nd - Open, Full Days
CLOSED Nov. 26th-27th (Thanksgiving & day after)	Wednesday May 19th, Last Day of BGC After School Program
CLOSED December 18th- BGC Professional Development Day	CLOSED May 20th – 21st- All Staff Training & Summer Preparation
Winter Break: December 21st, 22nd, 23rd - Open, Full Days	First Day of Summer Program- May 24th
CLOSED Dec. 24th -25th	CLOSED Monday, May 31st - Memorial Day
Winter Break: December 28th and 30th- Open, Full Days	June 18th observance of Juneteenth – CLOSED
CLOSED December 31st- January 2nd	July 5th observance of July 4th – CLOSED
Jan. 4th (Teacher in Service Day) – Open, Full Day	July 23rd Last day of Summer Program
CLOSED Jan. 18th (MLK Jr. Day)	

GILES COUNTY OPEN & CLOSED DATES: SCHOOL YEAR PROGRAM BEGINS ON MONDAY, AUGUST 3TH, 2026 AND RUNS THROUGH WEDNESDAY, MAY 20TH, 2027.

August 6- GCPS Closed- Open, Full Day	CLOSED Feb 19th- 20th for Regional Training
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CLOSED Sep. 18th – BGC Professional Development Day	March 18th- GCPS half day, may affect Club operation hours.
Fall Break, Oct. 5th-9th - Open, Full Days (7am-6pm)	Spring Break, March 19th-25th, Open, Full Days (7am-6pm)
November 3rd- (Teacher In-Service Day)- Open, Full Day (7am-6pm)	CLOSED March 26th, Good Friday
Nov. 11th (Veterans Day) Open, Full Day- (7am-6pm)	May 14th GCPS Closed, OPEN, All Day (7am-6pm)
Thanksgiving Break, November 23rd – 25th - Open, Full Days (7am-6pm)	May 24 Closed Memorial Day
CLOSED Nov. 26th – 27th (Thanksgiving & Day After)	May 25th, GCPS half day, may affect Club operating hours
CLOSED December 18th - BGC Professional Development Day	May 26, Last day of After-School Program
Winter Break: December 21st-23rd OPEN, Full Day (7am-6pm)	CLOSED May 21st – 22nd for All Staff Training & Summer Preparation
CLOSED Dec. 24th-25th (Christmas Break)	First day of Summer Program- Monday, May 24th
December 28th - 30th- Open, Full Day (7am-6pm)	CLOSED Monday, May 31st for Memorial Day Holiday
CLOSED December 31st- January 1st	June 18th (Juneteenth) – CLOSED
January 4 (Teacher In Service Day) Open, Full Day (7am-6pm)	July 5th (Independence Day) – CLOSED
CLOSED Jan. 18th (MLK Jr. Day)	July 23rd Last day of summer.
January 19th GCPS Closed- Open, Full Day	

SCHOOL CLOSURES

In the event that schools close because of inclement weather, Clubs will open in most cases. Please ensure that a current cell phone number is on file in the parent portal to receive important text messages around Club closure from your child's site. The safety of our Club members and staff is our number one priority. The Club's open/closed status will be announced via our Facebook pages, www.facebook.com/bgcsctn/ and www.facebook.com/bgcofpulaski/

PARENT ORIENTATIONS

Unit/Area Directors will hold group Parent Orientations at each location to introduce you to Club staff; discuss Club policies, discipline procedures, payment options, programs, and other information in more detail; and answer any questions you may have. Attendance at a Parent Orientation by at least one parent/guardian is required under Tennessee Department of Education regulations. If you cannot make any of the group orientations, we will work with you to schedule a one-on-one meeting that works with your schedule.

RULES OF PARTICIPATION

All children that attend Boys & Girls Clubs of South Central Tennessee must follow the rules of participation at all times. Additional safety policies can be found at: <https://bgcsctn.org/about-us/child-safety-2/>

- a. The following conduct is encouraged and expected:
 - Respect Club Staff
 - Respect Club Members
 - Respect Club Property
- b. The following behavior is not permitted and may result in disciplinary action, up to and including termination from the program:
 - Hitting, shoving, pushing, fighting, wrestling, or any other inappropriate physical contact towards another child or staff member
 - Bullying
 - Failure to follow staff directions
 - Disrespectful language or behavior towards staff
 - Profanity
 - Cell phone/personal device usage, unless expressly approved during designated times by Club staff
 - Non-prescription drugs
 - Alcoholic beverages
 - Firearms or other weapons
 - Running in unassigned areas
 - Eating in unassigned areas
 - Any other behavior that endangers oneself, other children, or staff members, or interferes with Club staff's ability to perform their duties as youth development professionals

Boys & Girls Clubs of South Central Tennessee is not responsible for any lost or stolen personal items. Club members are advised not to bring valuable personal items (ex. Phones, tablets, handheld video games) to the Club.

DISCIPLINARY PROCEDURES

Should your child not adhere to the above rules, the following corrective action will be taken:

STEP 1

A verbal warning when a minor incident has occurred. Staff member(s) will use informal guidance with the child. This is a minor intervention between the staff member and the child(ren) to diffuse the problem. In addition, the staff member will make sure the member(s) understand the rules and that the type of behavior displayed is not acceptable. Depending on the severity of the incident, parents may be notified.

STEP 2:	After the first warning regarding their actions, if the child continues to display an inability to comprehend the rules, the staff at that point will place child(ren) into “In Club Suspension” or time out. This removes the child from the activity and gives them time to calm down and reflect on their behavior. If the infraction involved rude or disrespectful behavior towards a staff member, the child may also be asked to apologize to the staff member. These incidents will be written up by Club staff and documentation of the actions taken will need to be signed by a parent/legal guardian and the Unit/Area Director. A copy will be given to the parent/guardian and the other copy will be placed in the child’s file.
STEP 3:	If the child still refuses to abide by Club rules, a parent/guardian will be asked to come in for a meeting to discuss the child(ren)’s behavior. Parents/guardians will be notified at this meeting that, if the behavior continues, the child will be placed on a minimum of a three-day suspension, or longer depending on the severity of the behavior. This incident will be written up and will need to be signed by the parent and Unit/Area Director. A copy will be given to the parent/guardian and the other copy will be placed in the child’s file.
STEP 4:	Upon a fourth infraction, the child will be suspended for a minimum of three days. A written account of the incident and the suspension will be prepared and will need to be signed by the parent/guardian and Unit/Area Director. A copy will be given to the parent/guardian and the other copy will be placed in the child’s file.*

The staff at BGCSTN is committed to ensuring the best possible Club experience for all youth in our care. The rules of the Club exist to ensure the safety of all children present and an optimal Club experience for all members. We will do everything in our power to ensure that each child is treated the way we would want someone to treat our own children. Every effort will be made to work with families to ensure that each child understands the rules and the difference between right and wrong before we discuss removing a child from our program.

However, the safety of all children in our care is our number one priority. Therefore, repeated disregard for Club rules will not be tolerated.

Please help us keep the Club a safe, fun, and positive environment for all children by reviewing the rules and disciplinary actions and ensuring that your child understands the expectations as well.

****Please note: The steps listed above are guidelines only. Club leadership reserves the right at any time to skip steps or move directly to suspension in any case if they feel the severity of the incident warrants it. This is at the sole discretion of the Club’s Unit/Area Director. Physical violence towards other children or staff or other extreme behavior that jeopardizes the safety of anyone at the site may result in immediate and permanent expulsion from the Club.***

ARRIVAL & DEPARTURE PROCEDURES

DROP OFF: Please accompany your child into the Club and drop them off directly at our registration desk, where you will be required to sign them in. Please contact the Club if your child is going to be absent.

DEPARTURE: When picking up your child from the Club, please proceed to the Club's front desk and notify the registrar that the child is leaving. You will be required to sign them out at the front desk. Note: We will only release your child to the authorized transportation contacts you provide in the membership application. Proper identification will be required. Please provide written notification to Club staff of any changes to your transportation contacts throughout the year.

CLOSING TIME: All programs except Wayne Street, Teen Center and Pulaski end at 6pm. Wayne Street, Teen Center and Pulaski's end time is 7pm. We ask that you cooperate in picking up your child(ren) by closing time at your respective site. In the case of an emergency you should be delayed past closing, you must call the Club to notify staff or else send one of your transportation contacts to pick up your child.

LATE FEE POLICY: We will make every effort to accommodate your work schedule to ensure that every child can attend the Club. However, if you cannot pick up your child by closing time then we ask that you call with an estimated pick up time.

In the event that your child is left at the Club after closing and we do not receive a phone call, the following fees apply each time the incident happens:

1. **Forgiveness is Best**
2. **\$5.00 Late Fee**
3. **\$10.00 Late Fee***
4. **Club Privileges will be SUSPENDED****

*Must be paid before your child returns to the Club.

**Suspended until we resolve the issue.

If your child has not been picked up by closing time, we will attempt to contact you and each of your transportation contacts. If we are not able to reach anyone, we will have no choice but to contact the authorities. This is a scary situation for children and one we would all like to avoid. Therefore, please be sure you keep up to date contact information for yourself and all of your transportation contacts on file with the Club. In particular, please notify us immediately of any changes to your cell phone number. ***You can update your and your pick-up contacts phone numbers at any time by logging into the online parent portal and updating your contact information.***

RELEASE PROCEDURES/PICK-UP POLICY

If someone other than the parent/guardian or an authorized person listed on your child's application is picking up your child, you are required to notify us in writing. We ask that you inform this person that, for security purposes, we will ask them to provide photo identification before allowing them to sign your child out. We will not release your child to someone who does not provide identification, who does not have permission to pick up your child, or any individuals you may have listed in the "Transportation Alert" section of your child's membership application.

Members are not allowed to leave the property without written permission by the parent or guardian.

Children may not leave with an adult who has not been cleared with the Registrar or Unit/Area Director, nor can they check themselves out and walk home, regardless of the age of the member.

If an authorized adult arrives at the Club to pick up a member and, in the opinion of the staff, appears to be under the influence of alcohol or other drugs (either prescription or nonprescription) or appears impaired in any way that could pose a danger to the child, Club staff will not release the child. The following steps will be taken in this case:

- 1. An alternate contact from the approved list will be called.**
- 2. If the impaired adult refuses to cooperate and takes the Club member against the wishes of the staff, the police will be called and given the license number of the vehicle being driven by the impaired adult.**

GROUP MENTORING

At BGC SCTN, we consider all of our programs to contain a “group mentoring” component. The group mentoring element of our daily programs is based on the positive relationships that Club staff build with the youth they are serving. Mentoring increases our youth’s self-esteem and sense of self-efficacy while also providing them with assistance in navigating problems specific to their lives. This, coupled with the knowledge and skills gained from our high-yield programs, will empower our youth to reach their full potential.

By signing off on this parent handbook, I hereby give my permission for my child to participate in the Mentoring Program at BGC SCTN.

- I fully understand that the program involves mentors, who shall be selected from Boys & Girls Clubs staff and will be screened (including a criminal background check) and trained before beginning in the program. Group mentoring is a component of all Boys & Girls Club programs, and will take place on a daily basis.
- I understand that during the course of the mentoring program there may be special group events (incorporating all mentors and youth) and family events planned. I understand that the staff of the Club will provide ongoing monitoring of the mentoring activities.
- I give the Boys & Girls Club permission to obtain my child's academic and attendance records from my child's school.
- I permit Boys & Girls Club to utilize photographs of my child taken during his/her involvement in the mentoring program and waive all rights of compensation.

HEALTH & SAFETY/CONTAGIOUS DISEASES

All children must have a complete and current immunization record on file with their schools.

Use your best judgment in bringing your child to the Club. If your child is unhealthy or has symptoms of being sick, please consider the health of other children, our staff, and parents before you drop your child off at the Club.

CONTAGIOUS DISEASES: If the child has a confirmed case of a contagious disease, they must be kept at home and the facts regarding the condition must be reported to the Club so that notice can be posted within the Club site. Strep throat, pinworms, pink eye, viral infections, lice, infected ears, eyes, and/or sinuses, measles, mumps, chicken pox, scarlet fever, diarrhea, and impetigo are among those conditions categorized as highly contagious. Please notify the Club if your child has become ill with a highly contagious disease.

HEAD LICE: Head Lice (Pediculosis) can be a nuisance, but it has not been shown to spread disease. Personal hygiene or cleanliness in the home has nothing to do with getting head lice. Check your child’s hair periodically

for lice. Treat head lice with either an over-the-counter product or prescription product. Please notify Club staff if your child has head lice. Nits may persist, but successful treatment should kill crawling lice. Please bring proof of treatment such as a box top or bottle from the special lice shampoo when your child returns to the Club. The parent/guardian MUST bring the child to the Club site to be checked by a Club staff member. The child must return home with the parent/guardian if he or she still has live lice or nits less than ¼ of an inch from the scalp. Contact your doctor or school nurse for questions about head lice.

FOOD PROGRAMS

Food programs vary by location and program cycle (i.e. school year vs. summer). Communications regarding food offerings at the site will be sent home by the Unit/Area Director. Please contact your Unit/Area Director if you have any questions about food service.

Some BGC SCTN locations may provide food service through the Tennessee Department of Human Services (TDHS) Child and Adult Care Food Program (CACFP) and/or the Summer Food Service Program (SFSP). In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. In accordance with the U.S. Department of Agriculture, Food and Nutrition Service Instruction 113.4, the Tennessee Department of Human Service provides a grievance procedure in the event a persons believes he/she or their children have been discriminated against and/or denied benefits on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, martial status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the Department(in the Child and Adult Care Food Program or Summer Food Service Program).

CELL PHONES

Cell phone use by Club members during Club time is prohibited, except during scheduled special times/activities for which staff will provide advance notice. Staff will immediately confiscate any cell phone being used without staff permission and return it at the end of the day. This policy is designed to help all participants remain engaged, stay safe, and have a better and more meaningful experience while at the Club. Parents/Guardians are advised to call the site if there is an emergency. Please assist us in this area by refraining from calling or texting your child's cell phone during program hours.

LOST & FOUND/DAMAGED ITEMS

Lost and found items will be kept on site. Found items will be held for two weeks at the front desk. Boys & Girls Clubs of South Central Tennessee and/or its employees are not responsible for lost, stolen, or damaged items. We strongly encourage participants to have their name written on all of their property and to leave all valuables at home.

ACCIDENT/MEDICAL POLICY

The health and safety of your child is our top priority, yet young people may occasionally suffer a minor injury during the day. If this should occur, an accident report will be completed by a Club staff member and given to you at the end of the day. A copy of the accident report will also be placed in the child's file at the club.

In the event of a medical emergency or an accident requiring medical treatment, we will:

1. Contact you immediately using the number(s) on file in our online system
2. Contact the emergency person(s) listed, if we cannot reach you.
3. If you are unavailable and the emergency contacts cannot be reached, the child will be transported to the hospital.

MEDICINE POLICY

State law requires that any medicine be in its original container with the child's name on it. Please complete the medicine release form included in your membership application.

A parent or guardian must complete this form with the following information:

- Child's name/ Type of medicine
- Amount and time of administration
- Number of days the medication is to be given
- Whether medication is to be refrigerated
- Parent/guardian signature

Please Note: The child must be able to self-administer their own medication.

PARENT/GUARDIAN BEHAVIOR

Use of profanity, threats, or disrespectful behavior by a parent/guardian displayed towards any staff member or participant is not permitted and may result in suspension or cancellation of care. Parents/guardians are not permitted to discipline or question children who are not their own at the program site. In order to maintain a safe and secure program environment for all participants, under no circumstances are parents/guardians permitted to enter a program space during program time when children are present to speak with a BGC staff member about a concern or issue, unless invited to do so by Site Leadership and escorted by Site leadership. If a concern arises, please follow the Grievance Procedure listed in the following section.

GRIEVANCE PROCEDURES

We hope that the program exceeds your expectations and provides an enriching and positive experience for your child! However, we understand there may be times when you have questions, concerns, or complaints about an aspect of the program. **Please address such matters by contacting the Unit/Area Director for your site to discuss any concerns or complaints. They will respond to you promptly.**

Please note that the Unit/Area Director may be meeting with another parent/guardian, staff member, or child when you call. Please leave a message and they will respond to you as soon as possible.

If you have had a meeting with the Unit/Area Director and were not able to reach a mutually satisfactory solution to the grievance, please email Chief Operations Officer Josh Campbell at jcampbell@bgcsctn.org.

Please note: social media is not an appropriate vehicle for voicing concerns or grievances. BGC SCTN will not engage in dispute resolution via social media. Please direct all such matters to the Unit/Area Director for them to be handled appropriately.

Parents are encouraged to voice their concerns at any time, and any concerns will be investigated promptly and thoroughly. Parents will be treated respectfully and professionally throughout this process. Likewise, BGC SCTN expects the voicing of concerns by parents to be done in a professional and respectful manner. **The use of profanity or other disrespectful or threatening behavior towards Club staff will not be tolerated. The Club reserves the right to terminate childcare services at any time if it feels the behavior of a parent/guardian endangers other children or staff at the site or prevents Club staff from performing their duties as youth development professionals.**





YOUTH ACCOMMODATION REQUEST & INFORMATION FORM

It is the policy of Boys & Girls Club of South Central Tennessee ("Club") to comply with the Americans with Disabilities Act and other applicable federal, state, or local laws pertaining to the provision of services to children with disabilities. The Club will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs unless the accommodation would pose an undue burden or a direct threat to the health or safety of others or would fundamentally alter the nature of the programs and services provided by the Club. The Club will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if the Club can meet each child's needs in our setting.

The Club must conduct an individualized needs assessment prior to acceptance for membership and/or prior to implementing accommodation. Please complete this form so we can become more familiar with your child and determine whether we can reasonably accommodate your child's needs. All documentation and the assessment will be kept confidential and only viewed by people completing the assessment and/or developing or implementing your child's accommodation plan. The submission of an accommodation request does not guarantee approval.

Child's Information	
What is your child's name?	
What is your child's date of birth?	
What is your child's age?	
What is your child's gender?	
What is your child's primary address? If your child has more than one address, please list where they live most often.	
What county does your child live in? If your child lives in two counties, please list where they live most often.	
Parent/Guardian Information	
What is your name?	
What is your relationship to the child?	
What is your phone number?	
What is your email address?	
Does the child primarily live with someone else, or have a secondary address?	
If yes, list the name, relationship to the child, phone number, and email address of all parents/guardians of the child.	

BGC Program Information	
Club Location:	
Is your child currently a member at BGC? ☐ YES ☐ NO	☐ Current Member, Enrollment Date: _____ ☐ Prospective Member, Desired Enrollment Date: _____
Has your child participated in a BGC Club, Camp, or program before? If yes, what program, location, and dates?	
School Information	
What school is your child currently attending?	
What grade is your child currently in?	
Are there any special services your child receives at school (ex: occupational therapy, physical therapy, speech therapy, other):	
School Information	
What special equipment does your child use (ex: braces, walker, crutches, wheelchair, other)?	
Do any of the below conditions apply to your child? If so, please explain. ☐ Seizures ☐ Feeding Tube ☐ Severe Allergy ☐ Venous Access Device ☐ Hearing Impairment or Deaf ☐ Vision Impairment ☐ Speech or Language Impairment or Impediment	
What is your child's preferred communication method? (Verbal, sign language, eye tracking/gaze, symbol systems, gestures, etc.) Please provide details.	
Will your child need to be given medication while at the Club? Are there side effects to the medications that we should be aware of?	
Does your child have any special dietary or feeding needs?	

Does your child need assistance with using the toilet? Please describe any assistance with toileting your child may need:	
Are there any other medical needs which you would like to share with us?	
Behavior	
Please describe what your child does well:	
Please describe what your child has difficulty with:	
Are there any behavioral concerns that we need to know about to successfully serve your child?	
Is there anything that may consistently upset or trigger negative behaviors from your child?	
Does your child have any fears that we should be aware of?	
Are there any positive reinforcers or motivators you find work well for your child?	
Requested Accommodation(s)	
Does your child require any specific accommodations to fully participate in the program? (e.g. physical, dietary, or sensory accommodations)	☐ YES ☐ NO
If yes, please describe:	
Has your child received accommodations in previous programs or educational settings? If yes, please describe the accommodations and their effectiveness.	
Are there any activities that your child should not participate in? (such as sports or physical activities, cooking classes due to food allergies, art activities using latex paint, etc.)	
What auxiliary aids would be helpful for your child while participating in our programs?	
Is there any other information you would like to share about your child that may help us provide reasonable accommodations?	

Note: Attach additional sheets of information as desired. As part of the individualized assessment, additional information, records, or documentation may be requested by the Club. The assessor must interview and/or observe all children in person and make an individualized assessment before an enrollment or accommodation decision can be made.

Printed Parent/Guardian Name

Signature

Date

PRINT FORM

CLEAR FORM

EMERGENCY RESPONSE PROTOCOL



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



FOR YOUR INFORMATION

This section contains information from the state of TN that child care providers are required to provide to all parents. If you have any questions about this section, please do not hesitate to contact us.

CHILD ABUSE

Dear Parent,

This newsletter will provide you with information on prevention, detection, and reporting of child abuse.

Tennessee legislature passed a law in 1986 requiring that all child care agencies provide parents with this information. We hope this will be helpful and informative for you. We encourage each of you to share your concerns, feelings, and questions about this issue with us at any time. We will also assist you in locating resources or more information regarding abuse and neglect. The following information was obtained on Department of Children's Services website at www.tennessee.gov

WHAT IS CHILD ABUSE AND NEGLECT?

Child abuse or neglect occurs when a child is mistreated, resulting in injury or risk of harm. Abuse can be physical, verbal, emotional, or sexual.

Physical Abuse is defined as non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parents or a care takers failure to protect a child from another person who perpetrated physical abuse on a child. In its most sever form; physical abuse is likely to cause great bodily harm or death.

Physical Neglect is defined as the failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to, abandonment, lack of supervision, life endangering physical hygiene, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental care that results in health threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

Sexual Abuse includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Emotional Abuse includes verbal assaults, ignoring and indifference or constant family conflict. If a child is degraded enough, the child will begin to live up to the image communicated by the abusing parent or caretaker.

INDICATORS OF ABUSE AND NEGLECT

Somewhere in your community there is a family who has a serious problem. The children in that family are being abused and neglected by their parents. According to Tennessee law, all persons (including doctors, mental health professionals, child care providers, dentists, family members, and friends) must report suspected cases of child

abuse or neglect. Failure to report child is violation of the law. If you believe a child has been abused or neglected call the county Children's Services office, the juvenile court, or the chief law enforcement officer in your area. Tennessee has 24-hour availability for reporting child abuse or neglect.

Possible Indicators of Abuse and Neglect:

- The child has repeated injuries that are not properly treated or adequately explained
- The child begins acting in unusual ways ranging from disruptive and aggressive to passive and withdrawn.
- The child acts in the role of parent towards their brothers and sisters, or even toward their own parents
- The child may have disturbed sleep (nightmares, bedwetting, fear of sleeping alone, needing a nightlight).
- The child loses his/her appetite, overeats, or may report being hungry.
- There is a sudden drop in school grades or participation in activities.
- The child may act in stylized ways, such as sexual behavior that is not normal for his/her age group.
- The child may report abusive or neglectful acts.

The above signs indicate that something is wrong but do not necessarily point to abuse. However, if you notice these signs early, you may be able to prevent abuse or neglect. **Parents who abuse or neglect their children may show some common characteristics:**

- Possible drug/alcohol history
- Disorganized home life
- May seem to be isolated from the community and have no friends
- When asked about a child's injury, may offer conflicting reasons or no explanation at all
- May seem unwilling or unable to provide for a child's basic needs
- May not have age-appropriate expectations of their children.
- May use harsh discipline that is not appropriate for child's age
- Were themselves abused or neglected as a child

Parents who abuse their children need help, but few are able to admit the problem and seek assistance. More than 85% of the perpetrators of child abuse and neglect in Tennessee were the parents or relatives of the victims. Staff of school, child care settings, or institutions were reported to be the perpetrators in only two percent of the investigations. Adolescents as well as adults can be perpetrators of abuse.

REPORTING ABUSE AND NEGLECT

- | | |
|---------------------------------|----------------|
| • Child Abuse Prevention Center | (931) 388-3840 |
| • Juvenile Court | (931) 375-1210 |
| • Sheriff's Department | (931) 388-5151 |
| • Police Department | (931) 388-2727 |

THE INVESTIGATIVE PROCESS BY DEPARTMENT OF CHILDREN'S SERVICES

A child abuse and neglect investigation is defined as a fact-finding process in which information is collected, analyzed and weighed in order to determine if child abuse or neglect has occurred. The process of investigation can include talking with alleged child victim (or observing a young, nonverbal child), parents and/or alleged perpetrator, gathering medical and psychological information, and talking with other professionals or persons (neighbors, friends, etc.) who have knowledge of the child's situation.

Emphasis is placed on constantly evaluating the risk to the alleged child victim during the entire investigative process.

In reports involving severe child abuse, the Department of Children's Services will notify the local District Attorney and law enforcement offices. These include reports which involve a child's death or serious injury or situations involving torture, malnutrition, and child sexual abuse. In addition, Tennessee law requires that certain investigations be conducted by a Child Protective Investigation Team that is composed of representatives from the Department of Children's Services, District Attorney's office, Juvenile Court, law enforcement and mental health professionals

When a person notifies the Department of Children's Services regarding possible abuse or neglect of a child, Children's Services case managers determine how quickly to proceed with an investigation by assessing the referral information and focusing on the present and future risks to a child. Considering the condition of the child and the risk of future maltreatment helps a case manager know how to quickly respond to a CPS referral and what priority to assign that referral. This process involves accepting oral or written allegations of child abuse or neglect for further investigation, gathering the information to determine the need for CPS and the urgency of the situation and initiation the appropriate response and an investigative plan.

Children's Services accepts reports of child maltreatment provided it meets the following criteria:

- a. The report pertains to a child under the age of 18 years.
- b. The report alleges harm or imminent risk of harm to the child.
- c. The alleged perpetrator is:
 - A parent or caretaker
 - A relative or other person living in the home
 - An educator, volunteer, or employee of a recreational/organizational setting who is responsible for the child; or any individual providing treatment, care or supervision for the child.

The Department of Children's Services accepts all referrals involving sexual abuse of children under the age of 13 years regardless of the previous relationship between the alleged victim and the alleged perpetrator. Children's Services does not investigate sexual abuse allegations of a child 13 to 18 years old by an alleged perpetrator who does not have a relationship with the child, as defined above unless the child is in the Department's custody. Children's Services may assist law enforcement or the district attorney's office in such cases.

Information needed when reporting:

- Nature of harm or specific incident(s) that precipitate the report
- Specific allegation(s), date(s) and descriptions(s) of the injuries or the dangers
- Identities of alleged perpetrator(s) and their relationships to the victim
- Witnesses to the incident(s) and how to reach those witnesses
- Details of any physical evidence available
- Perpetrator's current access to the child
- Present condition of the child (alone, in need of medical attention, etc.)
- The location of the child and directions to get there
- Any statements from the child
- Parent's or perpetrator's explanation of the alleged child victim's condition or the incident
- Parent's current emotional, physical or mental state, especially feelings about the child(ren) and reactions to the report

These are just several examples of the questions that may be asked when reporting abuse or neglect. The reporter's identity is confidential, but a name should be given so the Department should follow-up contact with the reporter be necessary. The reporter is free from civil or criminal liability for reports of suspected child abuse or neglect made in good faith.

Boys & Girls Clubs of South Central Tennessee is required by law to report to the Department of Children's Services any suspected child abuse of our members. All suspected child abuse will be reported immediately.

TENNESSEE CHILD CARE REQUIREMENTS

TENNESSEE DEPARTMENT OF EDUCATION SUMMARY OF CHILD CARE APPROVAL REQUIREMENTS

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-01. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-01 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, www.tn.gov/sos, or by writing the Office of School-based Support Services, Tennessee Department of Education, 9th floor Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

Chapter 0520-12-01 was revised to parallel Chapter 1240-4-03 except for sections of the rules specifically addressed in Title 49 of state law: school bus transportation, criminal history background reports/ fingerprinting process, and restraint of children with special needs. Chapter 0520-12-01 was revised in accordance with T.C.A. §§ 49-6-2101-2107, (Transportation), T.C.A. § 49-5-413 (Criminal History Background Reports), and T.C.A. §§ 49-10-1301-1305 (Restraint of Children). A new section was added to adequately address the adolescents participating in the Lottery Afterschool Education Programs (LEAPS), T.C.A. § 49-6-707.

1. OWNERSHIP, ORGANIZATION AND ADMINISTRATION, CHAPTER SECTION 0520-12-01-.05

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan for each child, including the names of persons to whom the child may be released.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures along with a copy of this summary and offer a pre-placement visit.
- 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.
- If the center provides transportation, the driver should be appropriately licensed, 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.

2. SUPERVISION, CHAPTER SECTION 0520-12-01-.06

- Each group must have adult supervision at all times and adult/child ratios should be followed.
- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios to be doubled.

- Each group must have their own space.
- Infants and toddlers must have their own space and cannot be grouped with older children.
- At naptime ratios may be relaxed for groups except infants and toddlers.
- Minimum staffing requirements per group of children (adult: child ratio) must be maintained.
- **Please refer to ratio charts for specific adult: child ratios for each age group**

1. CHART 1 - SINGLE AGE GROUPING AND ADULT: CHILD RATIO CHART

MAXIMUM GROUP SIZE AND ADULT CHILD RATIOS							
Single-Age Grouping	8	12	14	16	18	20	No Max
Infants: 6 wks. – 15 mos.	1:4						
Toddlers (12 mos. – 30 mos.)		1:6					
2 years (24 mos. – 35 mos.)			1:7				
3 years					1:9		
4 years						1:13	
5 years						1:16	
School-Age (K and 12 years)							1:20
13 to 18 years							1:30

2. CHART 2 - MULTI-AGE GROUPING AND ADULT: CHILD RATIO CHART

MAXIMUM GROUP SIZE AND ADULT: CHILD RATIO							
Single-Age Grouping	8	16	18	20	22	24	No Max
Infants: 6 wks. – 30 mos.	1:5						
2-4 years		1:8					
2.5 - 3 years (30 – 47 mos.)			1:9				
2.5 - 5 years				1:11			
2.5 – 12 years	1:10						
3 – 5 years (includes 3 – 4years)					1:13		
4 - 5 years						1:16	
5 - 12 years							1:20
13 to 18 years							1:30

3. STAFF, CHAPTER SECTION 0520-12-01-.07

A. RESPONSIBILITY FOR STAFF AND GENERAL STAFF QUALIFICATIONS:

- The director shall be responsible for the day to day operations, including staff and program.
- An assistant director or other staff member shall be designated to be in charge in the absence of the director and all staff shall be notified of this designation.
- No individual with a prohibited criminal history may work, substitute or volunteer in a program
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have High School Diploma (or Department recognized equivalent), and Tennessee Early Childhood Training Alliance (TECTA) certificate for completing thirty (30) clock hours of orientation training, or the equivalent as recognized by the Department and 4 years experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma
- Directors must have 18 clock hours in-service training each year and caregivers 12 clock hours.

4. EQUIPMENT FOR CHILDREN, CHAPTER SECTION 0520-12-01-.08

- All indoor and outdoor equipment shall be well made, safe and kept clean.
- There must be developmentally appropriate equipment for all age groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up without the restraint of playpens or cribs.
- There must be enough equipment so children have choices.
- There shall be an outdoor play area when children are in care for 3 or more daylight hours.
- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- There shall be equipment for napping or sleeping for each preschool child who is in care for six (6) hours or more.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

5. PROGRAM, CHAPTER SECTION 0520-12-01-.09

A. SCHEDULE AND ROUTINES.

- Routines such as snacks, meals, and rest shall occur at approximately the same time each day.
- There shall be a balance between child's choice and adult-directed activities.
- Other activity choices shall be available to children during television/movie viewing or computer use.
- Parents shall be informed of movie showings and video/computer games and their ratings.
- Computers, if used, shall be located in view of a caregiver for monitoring purposes.
- An opportunity for outdoor play shall be extended to children of all ages who are in care more than three (3) daylight hours; when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining.
- A reclining rest period of at least one (1) hour shall be provided for all preschool children in care for six (6) hours or more.
- Each child shall be allowed to form his own patterns of sleep.

B. BEHAVIOR MANAGEMENT AND GUIDANCE.

- Spanking or any other type of corporal punishment is prohibited. ("Corporal punishment" is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)
- Praise and encouragement of good behavior shall be used.
- When a child is engaging in unacceptable behavior the caregiver shall, prior to disciplining the child, first distract the child's attention and substitute a desirable activity.
- Attention spans and skills of children shall be considered so that caregivers do not require children to engage in developmentally inappropriate behavior.

- Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate a need to use the bathroom.

C. EDUCATIONAL ACTIVITIES

- A daily program shall provide opportunities for learning, self-expression, and participation in a variety of creative activities such as art, music, literature, dramatic play, science, and health.
- Indoor physical activities, requiring children to use both large and small muscles, shall be provided for children of each age group.
- For ages three (3) through school-age, the curriculum shall include instruction in personal safety as needed but at least once a year.

D. NIGHTTIME CARE

- If children receive night care, caretakers must provide a calm, nurturing environment and a routine hygiene plan must be in place.

1. HEALTH AND SAFETY, CHAPTER SECTION 0520-12-01-.10

A. CHILDREN'S HEALTH

- Children's health records shall be maintained as directed under subchapter 0520-12-01-.05.
- Each child shall be immunized according to the current Department of Health guidelines unless exempted pursuant to subchapter 0520-12-01-.05(8). Programs serving non-school-age children shall maintain written policies for dis-enrollment of children who fail to comply with Department of Health immunization guidelines in a timely manner.
- Parents of every child enrolled shall be notified immediately if any communicable disease has been introduced into the program:
- Parents must be notified if their child is hurt and becomes ill.
- Medications must be labeled with instructions and must be kept under lock.
- Documentation of administration and side effects of any medication given must be kept.
- Smoking is not permitted in the presence of children.
- The diapering area must be appropriate, near hand washing lavatory and cleaned after each diaper change.

B. STAFF HEALTH

- Staff must have documentation that the staff person is capable of safely and appropriately providing care for children in a group setting. The documentation shall be on file within ten (10) calendar days of employment or starting to work.
- A statement of mental or emotional health shall be obtained from a psychiatrist or clinical psychologist when deemed necessary by the Department.
- Physicals are required every 3 years.

C. SAFETY

- There shall be a staff member present at all times who has current certification in CPR and first aid training.
- A first aid kit must be on the premises as well as a first aid chart.
- There shall be no firearms on the premises.
- Emergency telephone numbers shall be posted next to all telephones and be readily available to any staff member.

- Kitchen knives and other potentially dangerous utensils or tools shall be secured so that they are not accessible to children.

2. FOOD, CHAPTER SECTION 0520-12-01-.11

A. NUTRITIONAL NEEDS

- Children will receive meals and snacks based on the amount of time spent in the program.
- Menus must be posted.
- Consideration must be given to daily food requirements when planning menu.
- Special diets and instructions must be provided in writing.
- New foods shall be introduced to infants and toddlers one at a time over a five (5) to seven (7) day period with parent's approval.
- Parents and caregivers shall work together when weaning an infant to insure consistency in the weaning process. Weaning shall be delayed until after an infant adjusts to group care.

B. MEAL SERVICE

- At mealtime, children shall be seated at appropriately sized tables and chairs, and adults shall supervise them in accordance with subsection 0520-12-01-.06(1)(d).
- Milk shall be placed immediately in the refrigerator.
- All formulas remaining in bottles after feeding shall be discarded.
- Previously opened baby food jars shall not be accepted in the center. If food is fed directly from the jar by the caregiver, the jar shall be used for only one feeding.
- Infants shall be held while being fed as long as they are unable to sit in a high chair, an infant seat, or at the table.

3. PHYSICAL FACILITIES, CHAPTER SECTION 0520-12-1-.12

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- There shall be a working telephone in the center.
- A minimum of thirty (30) square feet of usable indoor play space shall be provided for each child.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.

4. CARE OF CHILDREN WITH SPECIAL NEEDS, CHAPTER SECTION 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.

5. AFTER SCHOOL PROGRAMS SERVING ADOLESCENTS CHAPTER

SECTION 0520-12-01-.15

- Rules are modified to meet the appropriate developmental stages of the adolescent regarding staff ratios and supervision as well as activities appropriate for this age group.

**COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261
(NASHVILLE AREA) 615-313-4820**



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Both the membership application and payment of the first membership fee installment and registration fee are required to complete your enrollment and reserve your child's slot.

Still have questions? We're here to help! Please don't hesitate to contact us at icampbell@bgcsctn.org or (931)490-9401 ext.2624. If you don't reach us right away, please leave your question in a voicemail. We will respond to you as soon as possible. Thank you!

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