

Seymour Community Christian
Child Development Center
(865) 577-5500

Application



Signed Application _____
Health/Immunization Record _____
Signed Emergency Consent _____
Original Birth Certificate _____
Signed Policy Statement _____

SEYMOUR COMMUNITY CHRISTIAN
CHILD DEVELOPMENT CENTER
P. O. Box 849 Seymour, TN 37865
(865) 577-5500

Full Name of Child _____
Child's Birthdate _____
What does your child like to be called? _____

Parents:

Mother's Name _____ Home Phone _____
Address _____ City _____ St. ____ Zip _____
Place of Employment _____
Work Phone _____ Cell Phone _____

Father's Name _____ Home Phone _____
Address _____ City _____ St. ____ Zip _____
Place of Employment _____
Work Phone _____ Cell Phone _____

Emergency Information:

Name of person authorized to act for parent in the event of an emergency _____

Address _____ City _____ St. ____ Zip _____
Place of Employment _____
Work Phone _____ Cell Phone _____

Name of Physician _____
Office Phone _____
Address _____ City _____ St. ____ Zip _____

Transportation Plan:

To ensure the safety of your child please list other adults authorized to provide transportation for your Child. _____

Social History:

Other children in the family:

Name	Age	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

Social Relationships/Play:

What are some ways your child plays at home? _____

Does he/she play with children from other families? _____ How? _____

Does he/she usually get his/her own way with other children? _____

If not, how does he/she react? _____

Is the entire family together for any time during the day? _____

Is your child frightened by animals, loud noise, the dark, storms, etc? _____

Who does most of the disciplining? _____

What is the best way to discipline your child EXCLUDING physical punishment? _____

Does your child use a special comforting item? _____

Speech and Physical Growth:

Does he/she talk well? _____

Does anyone read to him/her? _____ How often? _____

At what age did he/she crawl? _____ At what age did he/she walk? _____

Would you describe your child as active or quiet? _____

Eating Habits:

At what time does your child eat breakfast? _____ Lunch? _____ Dinner? _____

Does he/she feed him/herself? _____

What foods does he/she like? _____

What foods does he/she dislike? _____

If he/she refuses to eat, how is this handled and by whom? _____

List all known food ALLERGIES he/she may have: _____

Toilet Habits:

Time at which he/she is taken to the restroom? _____

Does he/she tell you when he/she needs to go to the restroom? _____

Can he/she manage undressing and dressing themselves? _____

What word does he/she use for urinating? _____ bowel movement? _____

Sleep Habits:

Does he/she have own room or share with siblings? _____

At night he/she sleeps from _____ to _____ Averaging how many hours? _____

He/she naps from _____ to _____ Averaging how many hours? _____

Attitude towards going to bed _____

If there is difficulty, how is this handled? _____

SEYMOUR COMMUNITY CHRISTIAN
CHILD DEVELOPMENT CENTER

Emergency Medical Authorization

Name of Child _____ Birthdate _____
Name of Parents/Guardian _____
Phone _____

The parents/guardian authorizes Seymour Community Christian Child Development Center to obtain immediate medical care and consents to the hospitalization of, the performance of necessary diagnostic test upon, the use of surgery on, and/or the administration of drugs to his/her child or ward if an emergency occurs when he/she cannot be located immediately. It is also understood that this agreement covers only those situations which are true emergencies and only when he/she cannot be reached. Otherwise he/she expects to be notified immediately.

Check one of the following:

- ___1. I/we will be responsible for payment of medical care expenses.
___2. Medical treatment cost are covered by:

Name of Insurance Company _____
Policy Number _____
Group Number _____

I understand and comply with the above statement.

Date

Signature of Parent/Guardian

This form is to be kept by the center operator and is to be taken to the
treatment facility in case of an emergency.

PERMISSION TO GIVE MEDICATION

Seymour Community Christian Child Development Center shall administer medications for children only when requested by the prescribing physician. Each container shall be child proof and carry the name of the medication, the name of the person for whom it was prescribed, the name of the prescribing physician, and the physician's instructions. Each child's medication shall be stored in its original container. NO medication shall be transferred between containers.

Permission must be given by parent for sunscreen, diaper ointment, and insect repellent.

Child's Name _____

Prescription Name and Number _____

Pharmacy Name _____

Physician's Name _____ Phone # _____

Description of Medication (i.e., yellow, capsules, pink liquid) _____

Condition Requiring Medication _____

Amount to be Given _____ Time to be Given _____ Date to be Given _____

Precautions _____

- | | Date | Time | By |
|----|-------|-------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |

I received a copy of medication given- date, time and person
Parents Signature _____

Medication was returned by center
Signature _____

**SEYMOUR COMMUNITY CHRISTIAN
CHILD DEVELOPMENT CENTER**

I have received a copy of the policy statement and understand the policies set forth by Seymour Community Christian Child Development Center.

(Signature of Parent/Guardian)

(Date)

I have received a Copy of the Tennessee Department of Education Summary of Childcare Approval Requirements.

(Signature of Parent/Guardian)

(Date)

I authorize Seymour Community Christian Child Development Center to act for me in an event of an emergency.

(Signature of Parent/Guardian)

(Date)

Seymour Community Christian *Child Development Center*

Policy Statement

- The parent must complete all enrollment forms, have an updated shot record and original birth certificate before the child may attend.
- The center hours are 6:00 am to 6:00 pm, Monday through Friday. Children cannot be accepted earlier or kept later than. A fee of \$1.00 per minute will be imposed for children kept after the center has closed.
- Parents are expected to bring their child into the center and remain with him/her until a brief health check is completed. A child may not remain if he is thought to be ill.
- In order to reach you in case of an emergency, parents must notify the office of any changes of work or home phone numbers.
- If a child becomes ill during the day, his/her parent will be called to come and take him home. Sick children cannot be cared for at the center.
- Medication given by the center staff must be in original container with child's name and dosing instructions. A consent form must also be signed to administer any medications.
- Parents will be promptly notified in the occurrence of any communicable disease among the center's children.
- Annual health examinations may be required and are the responsibility of the parent.
- Each child must have a complete change of clothing, clearly marked with his/her name, to be left at the center in case of emergencies.
- Clothing worn to the center should be appropriate for the day's weather and play.
- All fees must be paid weekly. There are no deductions for holidays, weather closings, or absences. There is a minimum charge of \$65.00 per week for the mandatory three days of class attendance.
- Each preschooler is allowed five vacation days to use September through May. Charges will not be applied when a two week notice is given for these vacation days.
** During the summer, the 3 day minimum does apply.
- School-age children are charged through the fee schedule.
- Discounts for the second and third children are in effect when at least one child is full time.
- The center will be closed the following holidays:

Good Friday
July 4th
Labor Day
Memorial Day

Thanksgiving Day and the following Friday
Christmas Eve
Christmas Day
New Years Day

SEYMOUR COMMUNITY CHRISTIAN
CHILD DEVELOPMENT CENTER

*All charges are to be in advance on a weekly basis.
There will be no exceptions to this policy.*



PRESCHOOL AND DAYCARE

CHILD MUST ATTEND THREE DAYS PER WEEK

MINIMUM CHARGE OF \$65.00 PER WEEK

Registration Fee.....\$35.00
Family Registration.....\$45.00
Book Fee.....\$50.00

Tuition.....\$95.00/week
Three Day Minimum.....\$65.00/week
Daily Rate.....\$22.00

2nd Child Discount.....\$15.00/day

KINDERGARTEN

Before and After School Care

Kindergarten.....\$7.00/day

ALL SCHOOL AGE

Before and After School Care

First Child.....\$8.00
Second Child.....\$5.00

SECOND AND THIRD CHILD DISCOUNTS

Weekly Rate Requires Daily Attendance

Weekly

First Child.....\$95.00
Second Child.....\$65.00
Third Child.....\$40.00



STATEMENT OF FAITH



WE BELIEVE IN THE VERBAL INSPIRATION OF THE BIBLE,
BOTH THE OLD AND NEW TESTAMENTS; THE TRINITY OF THE
GODHEAD; THE CREATION OF MANY BY THE DIRECT ACT OF GOD;
THE FALL OF MAN AND HIS NEED FOR REDEMPTION; THE DEITY,
INCARNATION AND VIRGIN BIRTH OF OUR LORD AND SAVIOR JESUS
CHRIST; HIS VICARIOUS ATONEMENT FOR THE SINS OF MANKIND BY
THE SHEDDING OF HIS BLOOD ON THE CROSS; THE RESURRECTION
OF HIS BODY FROM THE TOMB; HIS ASCENSION INTO HEAVEN; HIS
PERSONAL, IMMINENT RETURN; THE DEITY OF THE HOLY SPIRIT;
JUSTIFICATION OF THE BELIEVER BY THE GRACE THROUGH FAITH; A
LITERAL DEVIL WHO IS OUR ADVERSARY; A LITERAL HEAVEN FOR
THE REDEEMED AND LITERAL HELL FOR THE LOST; THE INFALLIBLE
RULE OF INTERPRETATION OF SCRIPTURE TO BE SCRIPTURE ITSELF;
AND THE REQUIREMENT OF IMPLICIT OBEDIENCE TO THE
EXPRESSED COMMANDS OF CHRIST AS THE STANDARD BY WHICH HE
WILL JUDGE OUR LOVE TO HIM.

*We have without mental reservation of any kind sincerely received and adopted the
above statement of faith as being fundamental doctrine taught in the Holy
Scriptures.*

Seymour Community Church

Procedures for Expressing Concerns and Asking Questions:

The purpose of our center is to serve the parents and children of our community. Quality child care is a community need our center provides you the parents. If you have any questions or concerns about the operational procedures of this center please let you concerns be know. The administration and staff want to answer your questions, hear your ideas, and allow you an opportunity to express your concerns.

Procedures for Expressing Concerns and Asking Questions:

1. Talk with you child's teacher. *If further clarification is needed,*
2. Talk with the center's director. *If further clarification is needed,*
3. Talk to the school administrator. Office phone (865) 577-5500. *If further clarification is needed,*
4. Contact: Dr. Charles Walker
Tennessee Association of Christian Schools
602 Belvoir Avenue
East Ridge, TN 37412
Phone (615) 622-7310

Department of Human Services Phone 1-800-462-8261

SEYMOUR COMMUNITY CHRISTIAN SCHOOL DAYCARE

PARENTS

YOUR CHILD'S HEALTH IS IMPORTANT TO US. CHILDREN WHO ARE ILL SHOULD BE KEPT AT HOME. IF YOUR CHILD IS ILL (OR YOU WILL NOT BE SENDING YOUR CHILD), PLEASE CALL US. AN INFORMAL HEALTH CHECK OF EACH CHILD WILL BE DONE UPON ARRIVAL BY THE CHILD'S TEACHER. THIS POLICY IS CONSISTENT WITH THE TENNESSEE DEPARTMENT OF HUMAN SERVICES REGULATIONS.

KEEP YOUR CHILD AT HOME IF HE / SHE HAS:

- Fever**, defined by the child's age as follows; until medical evaluation indicates inclusion
 - Infants younger than 4 months of age; rectal temperature > 101 F. (100 F. axillary)
 - Children 4 to 24 months: rectal temperature > 102 F. (101 F. axillary)
 - Children older than 24 months: oral or axillary temperature > 102 F.
- Signs of possible severe illness**, including unusual lethargy, irritability, persistent crying, difficult breathing.
- Uncontrolled diarrhea**, defined as an increased number of stools compared with the child's normal pattern with increased stool water and/or decreased form that is not contained by the diaper or toilet use.
- Vomiting** two or more times in the previous 24 hours unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration
- Mouth sores** with drooling unless the child's physician or local health department authority states the child is non-infectious
- Rash** with fever or behavior change until a physician has determined the illness not be a communicable disease
- Purulent conjunctivitis**, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye
- Infestation** (e.g., scabies, head lice), until 24 hours after treatment was begun
- Tuberculosis**, until the child's physician or local health department authority states the child is noninfectious
- Impetigo**, until 24 hours after treatment was begun
- Streptococcal pharyngitis**, until 24 hours after treatment has been initiated, and until the child has been afebrile for 24 hours
- Pinworm** (enterobiasis) infectious until 24 hours after treatment was begun
- Ringworm infection** (tinea capitis, tinea corporis, tinea cruris, and tinea pedis) until 24 hours after treatment was begun
- Varicella** (chicken pox) until 6 days after onset of rash or until all lesions have dried and crusted
- Pertussis**, which is laboratory confirmed, or suspected based on symptoms of the illness, or suspected because of cough onset within 14 days after having face-to-face contact with a laboratory-confirmed case of pertussis in a household or classroom, until 5 days of appropriate chemoprophylaxis (currently, erythromycin) has been completed
- Mumps**, until 9 days after onset of parotid gland swelling
- Hepatitis A** virus infection, until 1 week after onset of illness or until after immune serum globulin has been given to appropriate child and staff in the program, as directed by the responsible health department
- Measles** until fifth day after the rash appears
- Rubella** until 7 days after the rash appears

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 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 groups of children (adult:child ratio) must be maintained.
- ***Please refer to ratio charts for specific adult:child ratios for each age group***

I. 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							
Multi-Age Grouping	8	16	18	20	22	24	No Max
Infants/Toddlers: 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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**



Department of Education July 21, 2010; Publication Authorization No. 331046; 2000 copies. This public document was promulgated at a cost of \$0.34 per copy.