

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

994 S. Old Sevierville Pike P. O. Box 849 Seymour, TN 37865

**School Aged Child's Application**

Date of Admission \_\_\_\_\_ Full name of child \_\_\_\_\_

Child's birth date \_\_\_\_\_ What does child like to be called? \_\_\_\_\_

**Parents:**

Name of Mother \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Place of Employment \_\_\_\_\_

Work Telephone \_\_\_\_\_ Work Hours \_\_\_\_\_

Name of Father \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Place of Employment \_\_\_\_\_

Work Telephone \_\_\_\_\_ Work Hours \_\_\_\_\_

If parents are divorced, which parent has custody of Child? \_\_\_\_\_

For the child's safety, list other persons to whom child may be released: \_\_\_\_\_

**Emergency Information:**

Name of person, other than operator, authorized to act for parent in emergency:

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Where Employed \_\_\_\_\_

Work Telephone \_\_\_\_\_ Work Hours \_\_\_\_\_

Name of Physician \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Background Information:**

Other children and adults in the home

Age

School Children Attend

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Experiences at School:**

Shot Record on file at \_\_\_\_\_ School.

**What school does child attend?** \_\_\_\_\_

Grade In School? \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Describe child's adjustment to school: \_\_\_\_\_

What kind of grades does child make? Good \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

**Hobbies:**

List child's hobbies and other interests: \_\_\_\_\_

**Experiences with Others:**

What are some of the ways in which the child plays at home? \_\_\_\_\_

Does the child play with neighborhood children? \_\_\_\_\_ If so, how? \_\_\_\_\_

Does the child usually get his own way with other children? \_\_\_\_\_ If not, how does the child react? \_\_\_\_\_

Is the entire family together for any time during the day? \_\_\_\_\_

Has your child had any of the following experiences during the past year?

Birth of another child in the family \_\_\_\_\_; Moving \_\_\_\_\_; Changing schools \_\_\_\_\_;  
Serious illness of child or family member \_\_\_\_\_; Death in family \_\_\_\_\_; Separation or  
divorce of parents \_\_\_\_\_; Other \_\_\_\_\_

Would you describe your child as: Shy? \_\_\_\_\_ Active? \_\_\_\_\_ Quiet? \_\_\_\_\_ Friendly? \_\_\_\_\_

What do you like best about your child? \_\_\_\_\_

Is there any other information I should have about your child? \_\_\_\_\_

**Special Permissions:**

My child has permission to go on all field trips arranged by the center. Yes \_\_\_\_\_ No \_\_\_\_\_

My child has permission to leave the center after prior transportation plans are approved for the following purposes: \_\_\_\_\_

Date child enrolled \_\_\_\_\_  
Date withdrawn \_\_\_\_\_  
Reason for withdrawal \_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the center to provide emergency medical care.  
I have received a summary of licensing requirements.

\_\_\_\_\_  
(Parent's Signature)

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.

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(Signature of Parent/Guardian)

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(Date)

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

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(Signature of Parent/Guardian)

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(Date)

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

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(Signature of Parent/Guardian)

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(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	Thanksgiving Day and the following Friday
July 4 <sup>th</sup>	Christmas Eve
Labor Day	Christmas Day
Memorial Day	New Years Day

SEYMOUR COMMUNITY CHRISTIAN  
CHILD DEVELOPMENT CENTER

*Rate Schedule Effective August 20, 2018*

*After much consideration we must implement a price increase starting August 20<sup>th</sup>. This will be our first price increase since 2007 and is necessary to continue the daycare outreach program.*

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

**PRESCHOOL AND DAYCARE**

**EACH CHILD WILL BE CHARGED A MINIMUM OF THREE DAYS (\$80.00) PER WEEK.**

Registration Fee    \$45.00  
Family Registration Fee    \$55.00  
Book Fee    \$60.00

Tuition    \$110.00/week  
Three Day Minimum    \$80.00/week

2<sup>nd</sup> Child Discount \$20.00 day

**KINDERGARTEN**

*Before and After School Care  
\$7.00/Day*

**ALL SCHOOL AGE**

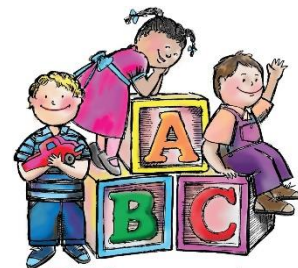
*Before and After School Care*

First Child    \$8.00/day  
Second Child \$5.00/day

**SECOND CHILD DISCOUNT**

*Weekly Rate Requires Daily Attendance*

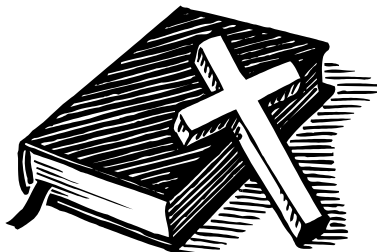
First Child    \$110.00  
Second Child    \$80.00



Welcome to  
Preschool



## 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



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

**Program Organization and Administration, 0520-12-01-.05**

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the custodial parent. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

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

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

Single-age grouping chart:

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

Multi-age grouping chart:

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

\*Not including first grade children

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

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

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

#### **Program, 0520-12-01-.09**

School-based Support Services June 2017

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

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

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

<b>AGE</b>	<b>Group Size</b>	<b>Adult: Child Ratio</b>
Including 3 year olds	15	1:10
Including 4 year olds	20	1:12

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

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

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

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

#### **Food, 0520-12-01-.11**

- Children will receive meals based on the amount of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.

- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

**Physical Facilities, 0520-12-01-.12**

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

**Transportation, 0520-12-01-.13**

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

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

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