

Congratulations & Welcome Families!

Day Home Mission

Fannie Battle Day Home for Children exists to continue the mission set forth by Miss Battle in 1891. We endeavor to provide an invaluable service to children of low-income, single-parent families that are working or furthering their education in order to maintain their independence. Our mission is: to provide quality childcare that encourages the intellectual, physical, emotional, and social development of each child in a safe and happy environment.

Enrollment Policy

Enrollment is open to all children whose parents/guardians are working or going to school. Fannie Battle accepts children age 6 weeks through 10 years without regard to sex, race, color, political affiliations, veteran status, religion, nationality, or disability. Fannie Battle Day Home will give the following groups priority in enrollment:

- Children of Fannie Battle employees
- Siblings of children already enrolled in the program
- Children receiving aid from the Tennessee Department of Human Services
- Children of single parents
- Children of low-income families

Other requests are served on a first-come basis and slot availability. Each applicant must complete an application in order to be considered for enrollment or placed on the waiting list.

Enrollment Paperwork

All enrollment paperwork must be completed before the child's first day and this includes:

- Application
- Proof of work/schooling
- Shot/Health Record
- Certificate and/or payment
- Emergency Information (updated as necessary)
- CACFP food contract
- Permission Form
- Health History Checklist

- Received handbook signature page
- R2S Waiver (6 weeks – 5 years)
- R2S Waiver for test scores (6 weeks – 5 years)
- Fannie Battle Waiver form

Not providing the necessary paperwork will result in your child's enrollment being delayed.

Throughout a child's enrollment at the Day Home there will continue to be paperwork that needs to be completed or updated. It must be completed immediately. A delay in completing necessary paperwork may result in the temporary suspension of your child.

During the enrollment procedure, the category of eligibility will be determined.

- Sliding Scale- Fee based on monthly income and family size.
- Multiple children in attendance- There is a discounted fee for multiple children in attendance.
- Tennessee Department of Human Services Certificate Program- Fannie Battle does accept childcare vouchers, though this is the parent/guardians responsibility. (A designated broker acting on behalf of the Department of Human Services will make final eligibility determination). There may be an additional co-pay for children that are eligible for childcare vouchers. The co-pay will be determined upon enrollment.

All fees are subject to change based on changes in income, changes in family size, and fee increases or additions by the Day Home/DHS.

Hours

The Fannie Battle Day Home for Children opens at 6:30 a.m. and closes at 5:30 p.m. If a parent/guardian is going to be late picking up their children, they must call the Day Home, but late fees will still be charged (\$1 per minute).

Fees

1. The first week's childcare fees must be paid on the child's first day in attendance.
2. Payment in full is to be made regardless of your child's absences or any Day Home closings. Balances in excess of two weeks of childcare fees will not be tolerated and may result in the temporary suspension of your child.
3. Families are allowed two weeks paid vacation a year. All children in attendance for the family must be absent the entire week to qualify for vacation time.

4. A \$5.00 supply fee is paid on a monthly basis per child. This fee is payable in advance or is due anytime during the current month but must be paid on or before the last day of the month.
5. A \$1.00 late fee is charged beginning after 5:30 p.m., and is payable immediately to the staff remaining overtime (the time is determined by a staff member's cell phone clock). The late fee is assessed to each family (not each child in the family). Children may not return to the Day Home until the fee is paid in full. One dollar is assessed every minute until the child is picked up and the person picking the child up will sign a late form.
6. Field trip fees or additional fees (camp, graduation, or others) may be assessed throughout the year. These fees generally run between \$1.00 and \$50.00 depending on the program. These fees must be paid in order for the child to participate.
7. There is a \$15.00 service charge for all returned checks. All returned check fees must be paid immediately or your child will be temporarily suspended until fees are paid in full.

*All fees are subject to change based on changes in income, changes in family size, and fee increases or additions by the Day Home/DHS.

Payment of Fees

The Day Home only accepts checks, money orders, or cash. Childcare fees for initial enrollment must be paid on the child's first day in attendance. Money is only to be paid to designated staff members. The Day Home is not responsible for fees paid to any other staff members. It is the responsibility of the parent/guardian to receive an official receipt of payment and to maintain the receipts as proof of payment.

The assigned weekly fee includes payment for Day Home holidays, teacher in-service days, when the Day Home is closed during emergencies, and days when the child is absent due to illness or other reasons. Therefore, fees are not altered due to closings or absences; fees remain constant at a weekly rate.

Any third party contracts (such as Department of Human Service's voucher program) will be discussed prior to enrollment. Parents/guardians are responsible for these contracts. It is not the responsibility of the Day Home.

Families are allowed two weeks paid vacation a year. All children in attendance for the family must be absent the entire week to qualify for vacation time.

Loss of Employment or Schooling

All parents/guardians are eligible for childcare at the Fannie Battle Day Home if they are working or going to school. Loss of employment or schooling does not automatically result in the suspension or termination of your childcare. We ask that all parents/guardians inform the

director of any changes in employment or schooling immediately. The Day Home allows parents/guardians up to one month to remain unemployed or out of school before a child will be temporarily suspended or terminated.

Withdrawal Procedure

Two weeks notice must be given to the director prior to withdrawal. Full childcare fees will be charged if child withdraws before the end of the required two (2) week period.

Maternity Leave

Maternity leave is provided for families for up to nine weeks before the family is expected to return to work or school. Failure to return to work or school after nine weeks will result in the temporary suspension or termination of your child.

Holidays and In-Service Dates

The Day Home will be closed on the following holidays:

New Years Day	Martin Luther King Day	Good Friday
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Friday After Thanksgiving	*Christmas - three days (staff discretion)

The Day Home will be closed for five in-service days per year. If possible, parents will be informed of these dates at least 30 days in advance.

Snow Days (Closing Day Home for Weather Emergencies or Other Situations)

The Day Home will be closed under the director's discretion. If it is necessary to close the Day Home or to make any other changes to the hours of operation due to weather conditions they will be displayed on News Channel 2 and/or News Channel 5.

Arrival and Departure

During arrival and departure please check your child's locker, sign them in/out, sign any and all permission forms, complete any additional forms, update any new numbers and/or information, and always inquire about your child's daily activities and behavior.

We encourage parents/guardians to drop their children off before 8:30 a.m. so that the child will be able to have breakfast with us and be present for the majority of the learning portion of the day. We also encourage parents/guardians to pick their children up after work or school or within a short time frame. Children spend many hours at the Day Home and are ready to go home and spend quality time with their families.

Arrival - The child must be accompanied into the Day Home and delivered directly to a staff member. Parents/guardians are not to leave without leaving their child with a Fannie Battle staff member.

Children must arrive before 9:30 a.m. unless late arrival is approved. If a child has a doctor's appointment or other appointment they must return with a doctor's note and still have late arrival approved. If arriving after 8:30 a.m. we ask that a child be provided with breakfast before attending. If arriving after 11:30 a.m. we ask that a child be provided with lunch before attending.

Departure – When a child is picked up, the parent/guardian or authorized adult must come into the Day Home to get your child and they must remain with the parent/guardian at all times. Children are not allowed to roam around the building unattended and under no circumstances exit the building without supervision.

If an approved individual that is under the age of 18 is dropping a child off or picking up a child, we must have written permission from the parent/guardian on file.

Children can only be released to those persons the parent/guardian has authorized. If the person is not listed on the child's emergency information the child will not be released. If the person is not familiar to staff the staff will check the individual's id. If the individual does not have id the child will not be released to the individual.

Staff reserves the right not to release a child to an authorized adult when it's apparent that the child's safety could be at risk (intoxication, impaired judgment, emotional stress, no child safety seat, etc.).

Parking

When dropping off or picking up your child, please be considerate of staff and other families when parking your cars. Please do not block others in or park so others do not have room to park. Do not park in the bus parking spot or block the alley. Please drive with caution due to possible children and families being in our parking lot.

Staff

Staff members have been carefully selected for their experience, education, training, love, and personal commitment to the needs of young children. All staff members are thoroughly screened and are required to receive a background check, fingerprinting, and references to assure they meet our quality standards, as well as the State of Tennessee licensing requirements and the higher requirements of the 3 Star Program, as well as NAEYC accreditation requirements.

Staff members are encouraged to be active in local professional organizations. They receive annual training hours and are encouraged to seek further education in the field of Early Childhood Education, Education, or other related fields of study. Resources are made available to assure staff opportunities to grow and develop.

About Our Program

Our program strives to be a developmentally appropriate program that follows the most appropriate practices associated with Early Childhood Education and childcare (licensing, 3 Star, and NAEYC accreditation).

We provide experiences that challenge and support each child's cognitive, language, social, emotional, physical, and creative development.

The Day Home uses an enrichment curriculum for the I/T, PS, and PK classrooms. The SA program maintains lesson plans that involve an active, fun, and educating program for before/after care and the full-time summer program. We provide age-appropriate enrichment activities and experiences to aid in the development of all children. All classrooms use an assessment tool to assess each child's development in all developmental domains.

The Day Home meets all Tennessee licensing requirements and strives to meet the highest requirements of the 3 Star Program and NAEYC accreditation. Striving to meet these requirements allows the Day Home to keep our program current with the best and most appropriate practices offered in Early Childhood Education and childcare.

Medication

If a parent/guardian desires the staff to give a child medication at the Day Home, the following guidelines must be met:

- Parents/guardians must fill-out a medication form (available in the classroom) and give clear and complete instructions on times and dosage for giving the medicine.
- The bottle must be labeled with the child's name, the name of medication, the dosage to be given, the times to be given at, and the date. Over-the-counter medications will be given only if clear instructions are received.
- The Day Home staff may refuse to give any type of medicine if clear instructions are not received, there is not a doctor's note with the prescribed medicine, or an over-the-counter medicine does not seem to be necessary.

Illness Policy

The Day Home will not keep sick children. Use fair judgment in bringing your child to the Day Home if he/she appears unhealthy or has any symptoms; please be courteous and considerate of the health of other children, staff, and parents. It is the parent/guardian's responsibility to make alternative arrangements in the event of illness. A child must be picked up within an hour from the time a parent is called. A child may not return to the Day Home until the

following day (24 hours after being sent home). Parents/guardians are responsible for picking up school-age children from school if they must leave early. It is the parent's responsibility to notify the Day Home that the child has already been picked up.

In determining if a child is ill, the staff looks for symptoms. One of the most reliable indicators of illness is a change in the child's behavior. Ultimately it is at the director's (or the individual in charge) discretion if a child will be sent home.

Children with the following symptoms will be excluded from group care and the parent/guardian contacted:

Fever of 100+ The child cannot return until they are free of fever (24 hours). If the child visits the doctor they must return with a doctor's note.

Vomiting The child cannot return until vomiting has ceased (24 hours). If the child visits the doctor they must return with a doctor's note.

Diarrhea The child cannot return until diarrhea has ceased (24 hours). If the child visits the doctor they must return with a doctor's note.

Ear Infection If the child visits the doctor they must return with a doctor's note.

Colds If the child has a constant runny nose, persistent cough, and/or green mucus from nose they may be required to go home and a doctor's statement may be requested.

Rashes (ring worm, impetigo, etc.) If a child develops a rash and the cause is not known, the Day Home will ask that the doctor check out the rash and verify in writing or through a phone call that it is not contagious and verify that the child may return to the Day Home.

Head Lice The child cannot return until the child is completely nit and lice free. If the problem persists, a doctor's statement will be requested.

We ask each parent to notify us immediately when it has been determined that a child has a contagious disease. We inform all parents when a contagious disease is detected in the Day Home by posting a notice. Strep throat, pinworms, viral infections, infected ears, eyes and/or sinuses, measles, mumps, chicken pox, scarlet fever, diarrhea, and impetigo are among those conditions categorized as "highly contagious". The Day Home director may require a doctor's statement prior to a child being allowed to return to the Day Home.

Accidents

First-aid equipment is maintained throughout the Day Home and used in the event of an accident. Simple accidents such as small scrapes, etc. are treated and an accident report is written. The original accident report is made available to the parent/guardian when they pick-up their child and a copy is retained in the child's class and master file at the Day Home.

If a child has an accident that might need a doctor's attention, parents will be notified immediately and if necessary 911 will be called. Staff are always available who are certified in CPR and First Aid. The staff will take the action necessary, which is in the best interest of the child.

All head injuries must be reported to parents/guardians immediately.

Medical Emergencies

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

- Contact parent/guardian immediately.
- Contact the emergency person(s) listed if we are unable to reach the parent/guardian.
- If no one can be contacted and the incident is very serious, 911 will be called and the child will be transported to the hospital listed on your child's medical record or the closest hospital (Skyline Medical Center, 769-2000) by an ambulance.

Emergencies

Fannie Battle has emergency plans posted throughout the Day Home. If an emergency forces us to evacuate our building, we will relocate to Kirkpatrick Elementary or Warner Elementary. If we're forced to relocate the children, we will attempt to post a notice on the front door if the situation allows time.

LEP (Limited English Proficiency)

To comply with Title VI, Fannie Battle Day Home for Children offers LEP (Limited English Proficiency) families access to free translation/interpreter services that have limited or no English skills. Signs in Spanish are posted on the parent bulletin board with this information for Spanish speakers.

If there are any complaints concerning this practice or complaints in reference to your Title VI rights please see the Director, Sara Longhini or located in the Title VI brochure there are formal guidelines that can be followed to make a discrimination complaint to the appropriate Federal agency.

Title VI Rights

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Your rights under Title VI of the Civil Rights Act of 1964 and a further explanation of these rights are posted on the parent bulletin board and additional copies are available if requested. If there are any complaints concerning your Title VI rights please see the Director,

Sara Longhini or located in the Title VI brochure there are formal guidelines that can be followed to make a discrimination complaint to the appropriate Federal agency.

Reporting Suspected Child Abuse

In Tennessee, it is mandatory for physicians, nurses, other health care workers, teachers, school officials, judges, social workers, daycare workers, law enforcement officers, or any other person who reasonably suspects child abuse to report the suspected child abuse to the police, the Department of Children's Services, or the Juvenile Court. Any person sincerely reporting a suspicion of harm is presumed to be acting in good faith and is immune from any civil or criminal liability. However, if a person knowingly reports a false accusation of child sexual abuse, it is considered a felony. Failure to report is a misdemeanor.

Donation Table

Fannie Battle generally has a table located within the building that has various items (clothes, shoes, household items, food, etc.). Please feel free to take any of these items that may help you or your family.

Please feel free to bring in items for the table that you no longer need. Any and all donations would be greatly appreciated.

Meals

Fannie Battle Day Home for Children participates in the (CACFP) Child and Adult Care Food Program, which is open to all eligible children regardless of race, color, national origin, sex, age, or disability. Parents/guardians are required to fill out CACFP forms upon admission to the Day Home and these forms are renewed and updated on a yearly basis. Menus are posted outside the kitchen for the parent's information. Parents are always welcome to eat with their children.

Breakfast is served until 8:30 a.m. Children who arrive after 8:30 a.m. should receive breakfast before coming to the Day Home.

Lunch is served between 11:00 a.m. and 12:00 p.m. depending on the group that the child is enrolled with. Children that have permission to arrive after lunch should receive lunch before coming to the Day Home.

Snack is served between 2:30 p.m. and 4:00 p.m. depending on the group that the child is enrolled with. Snack is to be eaten in the building and cannot go home with the child unless it is a special snack or leftovers from a party.

Every effort is made to provide nutritious and appealing food for the children. If your child cannot eat certain foods or drink milk, a doctor's statement must be furnished and the parent

must provide an alternate meal or beverage. The Day Home will attempt to take into consideration any religious beliefs.

We must be made aware of all children's food restrictions or allergies so that we are best able to care for the child. These restrictions and allergies are posted so that all staff is aware of these restrictions and allergies.

Infant & Toddler Meals

For breakfast, lunch, and snack the breast milk or formula must be furnished by the parent for infants birth through 1 year of age. Infant formula means any iron-fortified formula intended for dietary use solely as a food for normal healthy infants; excluding those formulas specifically formulated for infants with inborn errors of metabolism or digestive absorption problems. Infant formula, as served, must be in liquid state and recommended dilution. Infant formula and dry infant cereal must be iron-fortified. Cow's milk must not be used for infant's less than 1 year of age. Food within the meal pattern should be the texture and consistency appropriate for the age of the infant and may be served during the span of time consistent with the infants eating habits. Solid food should be introduced gradually to infants, age 4 months and older, to ensure their nutritional well being. Fannie Battle will ensure that all infant and toddler meals contain each of the necessary components required by the CACFP Program.

Clothing

Children are involved in exciting learning activities, which sometimes get messy. For this reason, staff ask that children be dressed in clothes that allow for physical activity and can get dirty. We ask that children's clothing fit them correctly and in which they are encouraged to have fun and not discouraged to get dirty for fear of punishment. Also, please consider the appropriate dress for the season. Children should arrive in clean clothes. Clothing should be easy to change without an excess of buttons, suspenders, or other features that will prolong changing and toileting (this is especially important for children that are not toilet trained or are in the process). Simple clothing helps us and your child.

All children (6 weeks – 5 years) must have an entire set of extra clothes clearly labeled with the child's name (socks, pants/shorts, shirt, underwear, etc.) stored in their locker. Young children are expected to have accidents, so it is very important that extra clothing be available. If clothing is not provided the parent/guardian will be called to bring them immediately or take the child home. Repeated failure to bring your child an extra set of clothes may result in your child not being allowed to return to the Day Home until you do so. When accidents occur, please remove the soiled clothing and bring a clean set of extra clothes with the child on the following day. Plenty of onesies and bibs should also be available for your child.

Children must always be dressed accordingly for the weather. Clothing should fit properly and allow for easy and full participation in all activities. Please include hats, mittens, and scarves in cold weather. We go outside daily, except in cases of very severe weather.

Children generally play outside at least once during the day so please keep this in mind when dressing your children. Our building may be cold at times so it is a good idea to keep an extra sweater or jacket in the child's locker.

The Day Home does not have provisions for keeping one or two children inside. If a parent/guardian feels their child is not well enough to play outside, the parent/guardian should keep the child at home.

Jewelry is strongly discouraged and is not allowed at all with children under the age of three (4) at the Day Home. We are not responsible for lost or damaged jewelry.

Fannie Battle Day Home for Children requires children to (6 weeks – 5 years *infants not in shoes will not be required to wear tennis shoes) wear tennis shoes or shoes with thick rubber soles at all times. School-age children must wear tennis shoes or shoes with thick rubber soles at all times during the summer but they may wear any type of shoes during the school year. However, school-age children must have a pair of tennis shoes or shoes with thick rubber soles at all times in their locker throughout the school year.

Infant/Toddler "Shoe-Free" Environment

With infants and toddlers commonly on the floor, the Day Home wants to provide a clean, safe, and healthy environment in the infant and toddler program. We practice a "shoe-free" policy in this room. We ask that adults entering the carpeted area of the room please remove their shoes. We take this action to prevent outside containments from being brought into the room and being spread onto the carpets. The infants and toddlers spend much of their time exploring on the floor, so it is best that these areas are kept as clean as possible.

Toilet Training

Teachers will work with parents and children on toilet training when they have observed readiness signs in school. Readiness signs will be the child's ability to tell the teacher about a soiled diaper, showing signs of discomfort while in a soiled diaper, and expressing an interest in using the toilet. A child may exhibit these signals at home and not in school or vice versa.

We recognize the following skills as indications that a child is ready to manage toileting:

1. The child can, and does, tell the teacher they have to use the toilet.
2. The child is able to pull down their own clothing.
3. The child uses the toilet on their own.
4. The child can and does pull their own clothing back up.

Parents need to tell teachers what words they are using with their child while toilet training. Toilet Training is an important part of your child's life and we respect the child's needs and the family's needs and this is an important time for everyone to work together for the success of the child's toilet training experience. Children who are toilet training require a supply of diapers and training pants as well as three sets of extra clothing. Pull-ups can be used if necessary. If a child is having excessive toileting accidents during the day, we may need to return them to diapers at school.

Diapers, Wipes, Pacifiers, Bottles

Parents are responsible for checking to see that your child's diapers, wipes, and creams are sufficient. We do not keep extra at the center. Diapers are not borrowed from other children. Large packages of diapers may be left at the center provided we have space. Pacifiers, bottles, and any other child specific needs must be provided by the parent/guardian. Please be sure to label all of your child's personal items.

Personal Items

Each classroom has a different policy regarding children bringing their personal items to the Day Home. Please discuss this issue with a classroom teacher. The Day Home is not responsible for any lost, stolen, or broken items. Please be sure to label your child's personal items.

Routines and Schedules

The infant rooms have a very flexible routine. Because each child's schedule is so different at this age, it is not in their best interest to have any specific routines as a group. There are a variety of toys and experiences available for infant stimulation and development. We also read stories, play music, sing, dance, and provide a multitude of different experiences daily when the teachers feel the time is appropriate. The children are taken outside every day, weather permitting.

In toddler rooms we have a basic routine throughout the day but it is loose. Children are not required to participate in any activity (except meal time, rest time, and going outside) if they do not want to. Both individual and group play are beneficial to your child. We do encourage participation but we do not force it. During individual play children can use any of the supplies in the classroom and may play with each other if they choose. Group play includes: stories, dance, music, art, etc. Children eat their meals and snacks together and must be seated at the table. We encourage children to put toys away when they are finished with them. We go outside every morning and evening, weather permitting.

The PS, PK, and SA rooms have structured schedules that meet the needs of the children, classroom, teachers, and educational standards.

Rest Time

Each classroom has a different rest time. Please consult your child's classroom teacher for this information. All children are encouraged to rest and remain quiet during rest time. Children are not forced to take naps but only to rest. If your child has any item (blanket, pillow, etc.) that helps them rest, we will allow the child to use that item during rest time for comfort. School age children are required to supply their own blankets for rest time (sheet, blanket, sleeping bag, etc.) and please be sure to take these items home weekly to be washed.

Infants nap according to their own schedule. If an infant should fall asleep while being rocked, lightly bounced, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. As your child grows and matures, cot sleeping will be encouraged. This will assist especially in the transition from the infant to toddler room when that time comes. Toddlers will also nap on a cot. All bedding for the infants and toddlers is provided by the Day Home and washed here.

Infants will be placed on their backs to sleep in a crib. The infants at Fannie Battle are provided with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, stuffed toys, or other fluffy products in the crib. Two children are never sharing a crib at the same time. A blanket and sheet will be provided for your infant and toddler. We understand that practices may be different at home and that some children have unique situations. However, we must follow licensing guidelines and adhere to the above stated policies. It may or may not be difficult for some children to adjust if they are used to sleeping in a different position or with a parent/sibling.

Because of the possibility of Sudden Infant Death Syndrome (SIDS), sleeping infants shall be checked every 30 minutes by touching them. If a child appears not to be breathing, CPR shall be administered immediately by a qualified staff member.

Discipline

The teachers at Fannie Battle practice positive discipline techniques. The emphasis is on teaching children appropriate behavior. Clear and developmentally appropriate limits are established for each age group and children are reminded of these.

Teachers encourage positive behavior, ignore some harmless behaviors, and teach positive skills of sharing, problem solving, and self-control. Children are assisted in solving conflicts with other children and are encouraged to use words rather than aggression (hitting, kicking, etc.). Parents are encouraged to support this practice.

Aggressive acts such as hitting, fighting, kicking, etc. are not acceptable behaviors at the Day Home. Children that exhibit these behaviors or any other reoccurring behaviors will be documented and parents/guardians will receive the original documentation and a copy will be kept in their class and master file at the Day Home. If the problems persist we will meet with the parents/guardians, possibly suspend the child, and the last measure will be dismissing the child.

The Day Home does not use any form of physical punishment.

Parental Discipline at Fannie Battle

Neither staff nor parents are allowed to use physical punishment on Fannie Battle property. The Day Home staff is available to parents/guardians for assistance or ideas for positive discipline techniques.

Parents/guardians are not permitted to say or do anything towards another child that attends the Day Home. Parents/guardians are not permitted to have any confrontations with other parents/guardians. If problems exist, they must be settled in a formal meeting with the director.

Transitioning Children

When there is staff turnover children are introduced to the new teacher or staff during the employee's orientation period. Children are introduced to new staff and have an opportunity to interact with them and ask questions as a way to make them feel comfortable with any new employee.

Children move to the next room based on development and their chronological age. Changes will be discussed with the parents. When children are being transitioned into a new classroom, the parents are first informed of the transition and then we continually talk to the children about the upcoming transition. If time allows the child will participate in the new classroom before the actual transition occurs.

Telephone Use

Children are not allowed to use the phone. If you phone, we will be happy to give your child a message, but we do not allow your child to use the phone. Parents are discouraged from using Fannie Battle's phone unless it is an emergency.

Field Trips

Buses owned by Fannie Battle Day Home for Children are used for transportation on field trips (ages 2.5-10). When a trip is planned, parents are notified in writing in advance and will be required to sign a permission slip. Fees may be assessed for special outings. Parents are notified in advance of all charges

Careful safety guidelines are followed when transporting children. Every child will either be in a seat belt, car seat, or booster seat. Parents/guardians are required to provide a car seat/booster seat when necessary. The number of adults (for each group of children) is doubled to ensure safe supervision.

Car Seats & Booster Seats

Parents/guardians must provide a car seat or booster seat for transportation in accordance to our policy. Our policy may change at any time due to changes in Tennessee law regarding car seats and booster seats.

Children under the age of 4 must be in a car seat to go on a field trip. Children between 4-8 that weigh 40 pounds or less must be in a booster seat to go on a field

Please find further details in *A Parent's Guide to Booster Seats* located on the parent bulletin board and additional copies are available if requested.

Using car seats and booster seats is a law and you can consult *A Parent's Guide to Booster Seats* to ensure your child's safety in your own personal vehicle. Staff reserves the right not to release a child to an authorized adult when it's apparent that the child's safety could be at risk (no child safety seat, etc.).

Holidays and Birthdays

Fannie Battle celebrates many holidays throughout the year (Christmas, Kwanzaa, Halloween, birthdays, etc.). If you do not allow your child to participate in certain holidays, please make the staff aware of this so we can accommodate your needs.

We encourage parents/guardians to participate in certain celebrations by dressing your children for the occasion or bringing in goodies (only store bought, unopened goodies are allowed) for the class. We appreciate all support we receive.

We do allow children to celebrate their birthdays at the Day Home. We ask the parents/guardians to let the classroom teachers know in advance if they will be bringing something for their child's birthday.

Parental Involvement

It is the Day Home's responsibility to support and strengthen the family unit and provide quality childcare that parents can trust. Parents can become involved and support the Day Home in several ways:

- Read and adhere to the Parent Handbook.
- Assist in all celebrations and daily events.
- Become a resource for needed items (paper, boxes, cotton balls, etc.)

- Assist children in any homework or class projects.
- Volunteer in the classroom or for field trips.
- Actively communicate with your children, teachers, and other staff about your child's day.
- Join PAC (Parent Advisory Committee).
- Attend all family events, meetings, and parties.

Parent Communication

Please feel free to communicate with any staff member about any situation occurring at the Day Home or in your child's life. If you have any questions, concerns, or problems please communicate with the director so your questions, concerns, or problems may be dealt with immediately. It is our responsibility to serve you, your family, and your children to our fullest potential and we can only do that if we are aware of everything that is going on at the Day Home and in your child's life.

Please be considerate and read any newsletters, daily reports, letters, or postings at the Day Home. These items will provide parents/guardians with important information. Postings are located on the front doors, front windows, and wall bulletin boards, front desks, lockers, etc.

Parent Agreement Form

I have received the “Parent Handbook” and the “Summary of Licensing Requirements for Child Care Centers” (located in back of the Parent Handbook) and I hereby agree to comply with all policies, rules, and regulations of the Fannie Battle Day Home for Children.

Name of child attending Fannie Battle

Parent/Guardian Signature & Date

Director Signature & Date

In consideration of Fannie Battle providing daycare services for my minor child _____ (child's name), which I acknowledge is good, valuable, sufficient, and adequate consideration, I agree to the following terms and considerations, as indicated by my initials in the blanks indicated:

_____ 1. Fannie Battle has my permission to pick up my minor child from my home, school, or other location designated by me in writing in the school van or other vehicle and to transport my minor child in such vehicle to the Fannie Battle facility at 911 Shelby Avenue, Nashville, TN and to return my minor child to my home, school, or other location designated by me in writing from the Fannie Battle facility at 911 Shelby Avenue, Nashville, TN.

_____ 2. Fannie Battle has my permission to provide or obtain any emergency medical treatment or care deemed necessary for my minor child in the sole discretion of Fannie Battle and to transport my minor child to the nearest emergency medical facility in the event of any illness or injury. I acknowledge and understand that in the event of such illness or injury, Fannie Battle will use its best efforts to contact me, using the information I have provided in writing, and advise me of such illness or injury and to request my permission to provide such emergency medical treatment, however, in the event that Fannie Battle is unable to contact me timely, under the circumstances, then I hereby provide my permission to allow emergency medical treatment or care to be given or obtained, as set forth above.

_____ 3. Fannie Battle has my permission to transport my minor child from the facility at 911 Shelby Avenue, Nashville, TN, to other locations for the purpose of enjoying field trips as determined by Fannie Battle and to provide return transportation for my child from the field trip destination back to the facility at 911 Shelby Avenue.

_____ 4. Fannie Battle has my permission to exercise its judgment and discretion to refuse to release my minor child to me or any other individual if, in the sole determination of Fannie Battle at that time, either myself or such other individual is intoxicated or impaired or fails to demonstrate an ability to provide safe or effective care for such minor child (for purposes of example only, does not have a proper, functioning child safety seat for an automobile or is under obvious emotional stress). In such event, I agree that Fannie Battle has my permission to contact an alternate individual that I previously provided to Fannie Battle on an emergency card for such purposes and that Fannie Battle has my permission to release my minor child to such alternate individual.

_____ 5. For any or all of the above matters, which I have agreed to and understand applies to me and my minor child, as evidenced by my initials above, I hereby release and fully discharge Fannie Battle, as well as its director, officers, partners, agents, employees, servants, representatives, parent or subsidiary organizations, heirs, successors, assigns, attorneys, past and present, and each of them from (and promises not to sue such persons and entities with respect to), any and all claims, demands, and causes of action of every kind and nature, whether known or unknown, suspected or unsuspected, that I or my minor child owns or holds, or at any time heretofore has owned or held, against Fannie Battle (and any other released party under this paragraph) based in whole or in part on the conduct or failure to act of Fannie Battle (or any other released party under this paragraph), arising out of Fannie Battle providing the services indicated above or any other child care services to my minor child, including but not limited to claims for violation of state or federal law or any theory or recovery whatsoever and including every type of injury, whether physical, mental or economic.

Parent/Guardian & Date

Director & Date

Child's Health History Checklist

Child's Name _____

Birth Date _____

Parent/Guardian's Name _____

The answer to these questions will help us to know if your child has any medical problems. We need this information in case he/she should become ill and we would be unable to reach you right away. Please circle the right answer. We will go over the checklist with you when you have finished.

Pregnancy and Birth

- Yes No 1. Were there any problems with pregnancy or your child's birth?
Yes No 2. Was his/her birth weight under 5.5 pounds?
Yes No 3. Did the baby have any problems in the hospital?

If there is anything else we should be aware of please explain:

Medical Problems

- Yes No 4. Has your child ever been in the hospital overnight?
Yes No 5. Is your child taking any medicine?
*If yes please list _____
Yes No 6. Any allergies or reactions to medicine or food (DTP or other shots, insects, etc.)?
*If yes please list _____
Yes No 7. Has your child had asthma or wheezing?
Yes No 8. Does your child have speech or hearing problems?
Yes No 9. Has your child had more than two ear infections in a year?
Yes No 10. Has your child had tonsillitis?
Yes No 11. Does your child have trouble with their eyes or seeing?
Yes No 12. Has your child had a bladder or kidney infection?
Yes No 13. Does he/she have burning when urinating?
Yes No 14. Does he/she have seizures, fits, or shaking spells?
Yes No 15. Have you ever been told that your child has a heart murmur?
Yes No 16. Is your child able to play as hard as other children?
Yes No 17. Has your child ever had a bumpy, swollen reaction to the TB skin test?
Yes No 18. Has your child ever been with anyone having TB?
Yes No 19. Has your child ever had worms?
Yes No 20. Does your child scratch their genital area?
Yes No 21. Is their bottom or genital red or sore?
Yes No 22. Is your child a hemophiliac (free bleeder)?
Yes No 23. Is your child on a heart monitor?
Yes No 24. Does your child have tubes in their ears?

*If there is anything else we should be aware of please explain:

Older Girls

- Yes No 25. How old was your daughter when she had her first period?
Yes No 26. Does she have any problems with her period?

*If there is anything else we should be aware of please explain:

General Development

- Yes No 27. Is your child in a special education class in school?
Yes No 28. Does your child get along with other children?
Yes No 29. Is he/she usually happy?
Yes No 30. Does your child have any special problems not indicated above?

*If yes please explain _____

- Yes No 31. When did your child last see a doctor? Month _____ Year _____

*If there is anything else we should know please explain: