



FPC EARLY PRESCHOOL FAMILY HANDBOOK

2022-2023

Early Preschool Family Handbook

Welcome to the Early Preschool (EP), an outreach ministry First Presbyterian Church/Nashville.

VISION

First Presbyterian Early Preschool values all people as unique children of God. We endeavor to be a community of life-long learners where children, families, and relationships are respected, nurtured, and highly esteemed.

OUR CORE VALUES

- Learning Through Play: Powerful Interactions
- Outdoor Exploration: Expanding the Horizons
- The Whole Child: Our Curriculum
- Community: Building Life-Long Learners
- Family Engagement: Connecting Through Relationships

Stop by the EP office to see our Vision statement in its entirety or read it online at

<http://childrens.fpcnashville.org/preschool/about/#philosophy>

EARLY PRESCHOOL COMMITTEE and VOLUNTEER OPPORTUNITIES

The EP functions under the direction of the Early Preschool Committee. This committee consists of two elder or deacon representatives, parent representatives, teacher representatives, and church member representatives. The EP committee passes recommendations to the Christian Education Council and then to the FPC Session for final approval.

Our active Parent Team consists of parent and family volunteers. Volunteers are needed for year-long commitments or short-term commitments. The goals of the Parent Team are to appreciate and recognize teachers and staff, respond to life events for EP families, and serve as host/hostess for parent-involved activities. Feel free to ask the director or assistant director about volunteer opportunities throughout the school year.

LICENSING and ACCREDITATION

The EP is licensed by the Tennessee Department of Human Services and follows best practices, teacher/child ratios and class sizes as described by the National Association for the Education of Young Children (NAEYC) and TN Quality Rating System. The EP received NAEYC accreditation in September 2014 and is dedicated to maintaining this prestigious accreditation. Health and safety standards are maintained, and the EP is regularly inspected by the local Fire and Health Departments. Copies of the most recent inspections are always available for you to read in the EP office.

REGISTRATION AND ADMISSION

Registration is held in January for the upcoming school year. A registration form must be completed and submitted along with the non-refundable registration fee. All currently enrolled children are guaranteed a place for the next year as long as all deadlines are met, and appropriate fees are received. Every effort will be made to honor your first choice of class days. In the event that your first choice is unavailable, you will be placed on the waiting list for your first choice and enrolled in your second choice. Children are assigned to a class in August for the entire school year. We offer a summer program with a separate registration process.

PRE-ENTRANCE PAPERWORK

The following forms must be submitted electronically to the EP before the child can begin school:

1. TN state immunization form (your child's pediatrician can give this to you)
2. Registration (online)
3. Family Information, Routine & Cultures, and Agreements & Permissions Form (one per family)
4. Child Health & History (one per child)
5. TEAM-FPC Visitor Release (Permission to visit the Horse barn)

6. DHS's Influenza Information Notification Form
7. Food Allergy Action Plan (if necessary)
8. Asthma Action Plan (if necessary)
9. Medication Permission (if necessary)

These forms can be found online. Contact the Early Preschool for the link for electronic submission. These forms will be kept in children's files and kept in the locked preschool office. They are considered confidential and only available with proper permissions to staff, legal guardians, and regulatory authorities.

IMMUNIZATION

All children must have a physical examination by a licensed physician that is signed and dated prior to entering the EP.

All children must meet Tennessee's immunization requirements prior to entering our program.

A Tennessee Child Health Record must be completed by a physician at registration time, and the EP must receive an updated form with each new round of immunizations. Please request a new health record for the EP records each time your child has a well-child visit to the doctor that requires an immunization.

TUITION AND FEES

A non-refundable deposit (one month's tuition plus supply fee) must be paid, and a current immunization form must be received upon accepting a spot to secure your child's space in the EP. The tuition portion of the deposit is applied to the September tuition payment of the school year enrolled.

Tuition payments will be automatically drafted from your checking account through Brightwheel's autopay feature. This payment will be drafted on the 5th of each month, October-May of the school year enrolled. The 15th of the month can be an alternative pay date. Those who wish for a mid-month draft must notify, in writing (email) the preschool office. Exceptions to this policy may be discussed with the preschool director. Fees for auto draft and credit card are assumed by families.

FINANCIAL NEED

It is the Early Preschool Committee's wish that no child be excluded from the program because of financial hardship. The Early Preschool Financial Assistance Committee (EPFAC) reviews all applications for financial assistance and approves applications on an as needed basis. All requests for financial assistance should be submitted to the EP Director. Each request is confidentially considered by the EPFAC, with assistance determined by need and availability of funds. Requests for assistance must be resubmitted each year and will go through a review process as stated above.

EP DESIGNATED FUND

The FPC Session has designated a specific fund to assist the EP families' financial needs and to satisfy other unbudgeted needs of the EP. The fund offers an opportunity for donations of monetary gifts to the Early Preschool in honor of a child's birthday, to honor the teachers, or as a way to give back to the preschool in a way that will directly benefit the program. For more information on giving to the EP Designated Fund, contact the EP Director or the finance office. To donate directly to our scholarship fund. Text EP to 707-475-3005.

WITHDRAWAL

There are many reasons that a child may need to leave our program after the school year has started. Written notice must be received by the EP Director at least 30 days in advance of the child's withdrawal from the program.

DROP OFF AND PICK UP PROCEDURES

Children should arrive for school ready to learn. Children are more likely to have a successful day if they are well rested and fed a substantial breakfast before they come to school.

Please accompany your child directly to his/her classroom and pick them up at their classroom. Be sure to sign your child in and out using our Brightwheel QR code posted by classroom doors and in the front lobby area.

For the safety of all, please make sure your vehicle is turned off when the driver leaves the vehicle. Also, never leave a child unattended in a vehicle. Please use designated parking spaces for drop off and pick up. Do not park under the portico.

In the event that any person picking up a child is deemed impaired in any way or exhibits risky behavior, the EP staff will:

1. Ask the driver to come to the EP office until such time as he/she is determined to be in a suitable condition to drive.
2. Require the driver to contact another approved person, as noted on the child's enrollment form, to transport the child.
3. Notify proper authorities if met with resistance.

LATE PICK-UP FEES

Please be respectful of our teaching staff by arriving to pick up your child no later than 2:30 for the regular school day, and 3:30 for After Care.

Late fees are as follows: \$1.00 per minute after your scheduled pick-up time.

BRIGHTWHEEL FOR SIGN IN AND OUT

Each classroom will post a QR code for non-contact sign-in and sign-out of children, through the Brightwheel app. You will need to have your smart phone for this. This app allows an easy digital check-in and out with personal passcodes for each caregiver. Parents must add all approved caregivers to their Brightwheel account. Brightwheel will email passcodes to these designated caregivers.

INCLEMENT WEATHER/ EMERGENCY AND DISASTER PROCEDURES

The Early Preschool follows the Oak Hill School inclement weather closings. Snow days are built into our school calendar and are not made up. An all-school Brightwheel message will be sent to families to alert them of school closings. Every effort is made to update the EP Director's phone message (298-9580) with closing information. If OHS opens on a delay or closes early, the EP will open or close at the same time.

We have regular fire and tornado drills for the staff and children. Evacuation and Emergency Shelter plans are on file in the EP Director's office. The First Presbyterian Church staff participates in all the EP drills and is prepared to assist in leading the children to the safest place quickly in the event of emergency.

ATTENDANCE

If your child will not be at school, please email the EP director or contact your child's classroom through the Brightwheel app before 9:30 if possible.

CALENDAR

The EP school year begins in August and ends in May. A yearly calendar (subject to change) is issued annually listing all closings and early dismissals. You can find an up-to-date calendar on the EP website.

STAFF PROFESSIONAL DEVELOPMENT DAYS

Closures for Professional Development Training Days are built into our calendar. Please make note of these days. Not only is training a requirement for accreditation and licensing, but most importantly, it assures that your child's teacher is learning and growing as an early childhood specialist.

CLASSES

The EP program serves children who are 18 months to 5 years of age. Children are most often placed in classes based on their chronological age. To keep children on track for entrance into kindergarten, August 15 is used as the birthday cut-off date. The EP Director will consider input from families and teachers when making classroom assignments. Class assignments are made in August. Children will stay in the same class with the same teaching team for the entire school year.

STAFF: CHILD RATIOS

The EP maintains the following teacher to student ratios:

Toddlers	1:4	3-year olds	1:8
2-year olds	1:5	Pre-K	1:10

Exceptions to our teacher: student ratios may occur when class sizes are low, unexpected events or high teacher absences occur. We then use minimum ratios allowed by DHS and do so only until substitutes can be located.

TRANSITIONING CHILDREN TO NEXT CLASSROOM

Children transition to next age classrooms at the beginning of each new school year in August. A child's placement is determined after collaboration with administrators, teachers, and parents/guardians. It is our goal to ensure that placement is in the best interests of each child and one that will allow the child the best opportunity to grow and learn.

ILLNESS AND INJURY POLICY

Expect your child's teachers to ask you about the health of your child every day. The more information they have about your child, the better equipped they will be to care for your child. Teachers are also interested in how your child slept, ate, and what his/her disposition was before arriving at school. It is important that teachers know if your child has taken medication before arriving at school.

The EP requires you to pick up your child for the following symptoms (including, but not limited to):

1. Diarrhea - more than one (1) abnormally loose stool
2. Severe coughing - red or blue in the face or makes a high-pitched croupy or whooping sound after coughing
3. Discolored mucus
4. Unusual rashes or spots
5. Difficult or rapid breathing
6. Yellowish skin or eyes
7. Conjunctivitis (pink eye)
8. Fever (temperature of 100 degrees or higher)
9. Unusually dark urine and/or gray or white stool
10. Stiff neck and headache
11. Sore throat
12. Vomiting
13. Lice, scabies, or other parasitic infestation
14. Headache
15. Unexplained listlessness, sluggishness or other behavior suggestive of illness

The EP is not prepared to accommodate sick children. Please do not send your child to school with a communicable illness. Before bringing your child back to school after an illness, he/she must be fever-free (without medication) and free of any vomiting or diarrhea for at least 24 hours. In some cases, we will require a doctor's note stating the child is cleared to return to school.

If your child becomes ill at school, we will contact you so arrangements can be made for your child to be picked up. If a parent/guardian cannot be contacted, a call will be made to the emergency contacts on the child's student data form. Children must be picked up within one half hour of our notification to you.

Please report all illnesses to the EP Office. We do everything possible to alert families of their child's exposure to any illness that may be present in the EP. The EP Director or classroom teachers will inform through the Brightwheel App of any possible exposure to a contagious illness.

CURRENT COVID PROTOCOL

Please refer to Addendum 1 for our current information about COVID Protocol.

SERIOUS INJURIES

If your child is seriously injured, we will call 911 and then a parent/guardian. If a parent/guardian cannot be reached, the emergency contact listed on your child's emergency form will be contacted. If a child goes to the hospital for care, he/she may return to school with a doctor's note of approval. It is important that the contact number in Brightwheel is current. It is the number that we will call first in an emergency.

MEDICATION POLICY

We administer medication for emergency cases only. If a child needs medication for an emergency situation (such

as an allergic reaction) a medical action plan must be completed and signed by the child's physician. The action plan will direct the staff on how and when to administer the medication. This action plan is kept with the child's medication and a second copy is kept in the child's file. In the event that emergency medication is administered, we will contact a parent/guardian immediately.

ALLERGY AWARE

We are an "Allergy Aware" facility, keeping our facility as safe as possible for all of our children.

- No peanuts, peanut butter, tree nuts or nut spreads should be sent to school.
- No products that "may contain" peanuts or tree nuts should be sent to school.
- If a soy or sun butter product is used in a sandwich it must be labeled each time it is sent to school. Because these products are so similar in looks to peanut butter, we will not serve it to the child if it is not labeled.

LUNCH

We ask that you provide nutritious foods and a beverage (protein, vegetable, fresh fruit, milk) in well-labeled, non-breakable containers. (Preferably a hard container that can be easily sanitized) We cannot provide refrigeration or heating for lunches. TN state rules require that food is never used as punishment and cannot be "withheld" for any reason. We will present the child with his/her entire lunch. We talk a lot about healthy food choices and encourage children to eat their "healthy" food first. We will not withhold a dessert until the rest of the lunch is eaten. We highly suggest that you only pack nutritious food choices for your child and save dessert treats for afternoon snacks at home.

In addition, we must be highly alert for choking hazards. Grapes and hotdogs must be cut in quarters. Other choking hazards like popcorn and marshmallows should not be sent in lunches. Also, please remember not to send anything with peanuts or tree nuts in accordance with our Allergy Aware policy.

REST TIME

A rest time is provided in each classroom. The EP Day is strenuous, and a quiet time is important for everyone. Children are never required to sleep. After 45 minutes of rest, a non-sleeping child will be given a quiet activity. You will need to supply a blanket and clean crib sheet weekly to cover mats or cots, and if necessary, bring one sleep "lovey".

POTTY TRAINING

Children are not required to be potty trained to attend the EP. When you are ready to begin working on potty training at home, notify your classroom teachers and they will gladly work with you. If your child is still in diapers, we ask that you provide enough disposable diapers for each week. If you use cloth diapers, we will gladly use them too. Our health standards require that we send all soiled diapers and clothing home, without rinsing, in a plastic bag.

OUTDOOR PLAY AND EXTRA CLOTHING

Outdoor play is part of our daily schedule. Children will play on the playground and various places around the church campus. Please send your child with appropriate outerwear. At least one change of clothing should be kept in your child's cubby. Send your child in comfortable, casual clothing and sneakers. If your child is sensitive to temperature change, it is suggested that a sweater be kept at school for occasional use. We also ask that you provide a raincoat and rain boots to be kept at school so that when the weather permits, rain walks, and puddle stomping can occur!

It is the parent's/guardian's responsibility to determine their child's need for sunscreen and/or insect repellent. These should be applied by the parent or guardian before the child enters the school. Sunscreen and insect repellent should never be kept in a child's bag or cubby. If a parent/guardian believes there is a need for reapplication of these products during the school day, special arrangements must be made with the EP director or assistant director.

GOLD SNEAKER INITIATIVE

We received our Gold Sneaker Certification in the spring of 2021. Please see Addendum 2 for a more thorough explanation of Gold Sneaker Initiative.

TOYS FROM HOME

Because things get broken or lost, children are discouraged from bringing toys to school from home, unless for a scheduled sharing.

SEASONAL ACTIVITIES

Classrooms will celebrate with age-appropriate activities at various times throughout the year. These celebrations may include Halloween, Thanksgiving, Christmas New Year's, Martin Luther King, Jr. Day, Valentine's Day, Easter, and Memorial Day. Families will be invited to share in many of our celebrations and are occasionally asked to contribute items for special activities. Each celebration is unique and appropriate to the age group. If at any time you have a question or concern about how a holiday is celebrated, please talk to the EP Director.

BIRTHDAYS

We like to celebrate birthdays in special ways, making sure the child knows that we are happy he/she was born. The birthday celebration is a tool for building pro-social skills that promote a sense of classroom community. Each child will have the opportunity to celebrate his/her birthday.

We encourage families to give a "gift of time" to their child on his/her birthday. Parents are welcome to visit the classroom to read a favorite book, eat lunch, and/or share a family tradition. We encourage families reserve goodie bags and food treats for celebrations at home.

Please *do not* send party invitations to school.

Please *do not* send birthday gifts to school.

FAMILY PARTICIPATION

Research shows, and our experience concurs, that a child's success in school is correlated with their family's involvement. We encourage families to participate fully in your child's school experience. Get to know your child's teacher and classroom friends.

FAMILY SURVEY

The Early Preschool distributes a family survey annually in the spring. We value families' feedback on their preschool experience. The results of the survey are shared with staff and the Early Preschool Committee. This helps in the continual evaluation and improvement of our program. Of course, it is not necessary to wait for the survey to give us feedback; we welcome your input at any time.

COMMUNICATION

Good communication is key to the successful collaboration of families and EP teachers and staff. We use multiple communication tools with families. Our classrooms utilize an app called Brightwheel, which streamlines daily communications between parents and EP teachers. Communication will also come through email and information posted on the Family Information Board in the EP classroom hallway. Additionally, family conferences are held at least twice a year. Conferences may be held in-person, or via phone or Zoom.

The EP has an open-door policy. We can be reached by telephone (615-298-9580), email or through the Brightwheel messaging system. We encourage you to contact us at any time you have a question, concern or comment.

FAMILY CONCERNS

The EP is a community of children, families and staff, all interacting and sharing lives together. We all work closely together and hope that our interactions are positive, helpful, kind and understanding. Sometimes differences occur. When a family member has a concern, it is best to speak directly to the person that is causing the concern. Teachers

need and want your input, suggestions, questions and concerns. The EP Director and Assistant Director operate with an open-door policy. They are interested in your concerns and are always willing to talk with you. All staff are willing to schedule conferences whenever one is needed.

ASSESSMENT

At the Early Preschool, we believe that the better we know our children and their families, the more effective we will be in providing experiences that enrich each child's learning and build skills that develop lifelong learners.

Assessment is an ongoing process that includes collecting, synthesizing and interpreting information about students, the classroom and their instruction. Teachers are trained to assess children's progress throughout the school year by observation, collecting art and writing samples, and utilizing the Tennessee Early Learning Developmental Standards.

<https://www.tn.gov/education/instruction/academic-standards/early-learning-development-standards.html>

We believe that children's learning is influenced by their environment both in school and outside of school, their temperament, and their experiences. We integrate information from the Family Information Form, Child Health & History Form, and conversations with families (email, phone, written notes and face to face), with our ongoing classroom assessments, to inform our planning for children.

PARENT/TEACHER CONFERENCES

Formal conferences are scheduled in the fall and spring of each school year. Results of all assessment tools will be shared with families through letters, emails, phone calls and at parent/teacher conferences. Information shared with families is always kept confidential. Written assessments are kept in the child's file in a locked filing cabinet the preschool office.

If at any time an additional conference is needed, teachers, parents or the Director can schedule one.

REFERRALS FOR DEVELOPMENTAL ASSESSMENT

If an Early Preschool teacher or the director feels that a child would benefit from a developmental assessment, the child's parents will be contacted and conference by phone or in person will be arranged. When a child is younger than 3 years old, Tennessee Early Intervention System (TEIS) is the state agency that provides a free assessment. After the child is 3 years old, the county school district in which the child is zoned provides the free assessment. A parent always has the choice of an independent assessment. The EP director has more information about these programs in the EP office.

The EP recognizes the benefits of working in partnership with families when educational decisions are being made for the child. In addition to referring children for more in-depth assessments, we are also willing to participate in Individualized Family Service Plan (IFSP) meetings or Individualized Education Plan (IEP) meetings.

We often find that with early intervention and some minor supports at the EP, a child with special needs can successfully and fully participate in the Early Preschool Program. When it is in the child's best interest to move to a program that is better equipped to provide the special services that the child needs, the EP will assist the family in any way possible to make a smooth transition for the child and family.

SPECIAL NEEDS

Occasionally, a child enters our program with special needs. Sometimes these special needs are diagnosed, and the families are aware that certain adaptations will be needed for the child to succeed in our environment. Often, we are the first to observe that there may be a need for intervention on behalf of the child. Teachers and administration will always be willing to work with families to determine a plan of action that will support the education of each child.

The EP's primary goal is the healthy development and success of each child. The EP is limited in the number of children that it can successfully serve and may not have the resources necessary to accommodate the special needs of all children. In the event that the EP cannot serve the needs of a child, the EP will refer the family to other programs or agencies that may better meet the child's needs. Families, teachers and the EP Director are always involved in this decision. We are dedicated to assist in creating a positive transition plan.

DISCIPLINE AND SOCIAL EMOTIONAL DEVELOPMENT

The philosophy of the EP reflects and promotes problem-solving and social skills in young children. The goals of this philosophy include teaching children to evaluate and make choices, to take responsibility for their own actions, to recognize and express their feelings appropriately, and to be considerate and fair in solving their problems with others.

Positive teacher attitudes and expectations encourage cooperation and prevent most behavior problems. In each classroom, we seek to establish a climate of trust, to communicate positively and clearly, to set clear and positive limits, to offer choices whenever possible, to prevent inappropriate behavior with redirection and gentle reminders, to praise efforts and accomplishments, to use natural and logical consequences, and to assist with verbal problem solving and conflict resolution. We will always communicate with families and ask for input about what works for them at home. A child will not be purposely humiliated, isolated, or shamed. We will never use physical punishment, psychological abuse, or coercion.

The EP is constantly evaluating and adjusting our discipline policy according to our current research and needs of the children in our care. We have an emphasis on the social emotional development of children rather than the "discipline" of children. We have found that this approach is the best way to help children deal with strong emotions.

EXPULSION POLICY

In situations where a child's behavior is consistently challenging, and efforts to work with those behaviors at school have not been effective, we will try options such as reducing the number of hours or days the child is in attendance and offering resources to families to help address these behavior challenges. TEIS (Tennessee Early Intervention System) for children under 3 years of age, RIP (Regional Intervention Program), the county school district for which the child is zoned for children 3 years and older, CSEFEL (Center for Social Emotional Foundations for Early Learning) are local resources that support families and children who may be experiencing behavior challenges.

It is our hope that families will partner with the Early Preschool staff by way of participating in regular communication, attending any called meetings, and seeking support from resources such as those listed above.

If after all resources and/or interventions have been ineffective and the situation has not been alleviated, the Early Preschool reserves the right to ask the family to withdraw their child from the program. The family will be given two weeks written notice in order to give them some time to look into other options for their child.

CONFIDENTIALITY

All assessment information, medical information, and family information will be kept in the child's file locked in the Early Preschool office. This information will be shared only with the child's teachers and will be treated with the utmost confidence and respect. Allergy information will be posted in the child's classroom and the preschool office so that staff has this important information readily available. Student information will not be shared with agencies, schools, or individuals without written permission from the child's legal guardian, unless required by law.

KEEPING CHILDREN SAFE/KEEPING STAFF SAFE

First Presbyterian Church is committed to protecting the rights of children and adults who work with children. This can be seen in our building design. Classroom doors have large windows for observation. Entrance doors to the Children's Ministry wing are secured at all times with a keypad lock. Background checks are required for all staff. Volunteers are never left alone with children. In the event that a staff member is accused of abusing or neglecting a child, the utmost care will be taken to protect the rights of all involved.

According to Tennessee law, all persons (including doctors, mental health professionals, childcare providers, dentists, family members and friends) must report suspected cases of child abuse or neglect. Failure to report child abuse or neglect is a violation of the law. The Child Abuse Hotline number is 877-237-0004.

Children 3-5 years old may participate in the Keeping Kids Safe Curriculum annually. The curriculum is posted on our Family Communication Board in the preschool hallway. Parent/guardian permission will be required for children to participate in this safety curriculum.

SUPERVISION

Children will never be left unattended at the Early Preschool. Staff will supervise children by sight and sound at all times. Children are closely supervised by EP staff on the playground, during transitions from one space to another, as well as in the classroom and during rest time. Children who desire privacy while using the bathroom will be able to use the bathroom privately, but a teacher will be close by to assist and check in on children often.

We are delighted that your family has chosen to be a part of the EP community.

Should you have any questions about the policies in this handbook, or need translation services for this handbook, school forms or conferences, please contact the director.

ADDENDUM 1: COVID POLICY

Close Contact Non-Household Exposure

Children exposed by **non-household contact**, regardless of vaccination status, may continue to attend school if **asymptomatic**. No test required. Families will be notified if there is a positive case in their child's classroom so that they are aware and can decide if they would like to keep their child at home or send them to school as usual. *If a child develops symptoms, they should test and receive a negative test result before returning.*

Close Contact Exposure from a Household Family Member

Calculating quarantine periods for household exposure can be complicated. If your child has a direct exposure to a household family member that has tested positive for COVID and there is no separation within the household, the **quarantine** period is a **minimum** of 10 days IF ONLY ONE FAMILY MEMBER TESTS POSITIVE. If multiple family members become infected, then the child must continue to quarantine for 5 days after the last infected person has completed their 5-day isolation period. On the 6th day after their last exposure to a positive case, the child should test. A negative test clears the child to return to the EP on the day of that negative test. *It is very important that you don't test before the 6th day as this can lead to inaccurate results.* If someone on **quarantine** tests positive for COVID, then that individual will start an **isolation** period using the guidelines below. TEST RESULTS MUST BE SHARED WITH BOTH CANDYEE AND JULIE by email.

Isolation for Children Who Test Positive for COVID

If a child tests positive for COVID they are required to **isolate** for 5 days from the day the specimen is collected, or the day symptoms began. The child may return to the EP on the 6th day IF they have been symptom free for 24 hours. Children will be encouraged to wear a well-fitting mask for an additional 5 days after their 5 days of isolation.

Notification

We ask that you continue to notify us if your child is exposed to or comes down with COVID.

Masks at this time are optional. If a child, parent or staff wishes to wear a mask they will be fully supported by our staff in doing so.

Covid metrics will continued to be monitored, and if warranted our policy could be reassessed and updated to meet the needs of our community. We will keep you updated if changes occur.

ADDENDUM 2: GOLD SNEAKER INITIATIVE

Policy 1:

Physical activity for children ages three years and older must be a balance of **structured and unstructured play**, both **indoors and outdoors** (weather permitting) utilizing age appropriate activities.

Policy 2

Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of **limiting screen time** according to current American Academy of Pediatrics policy and the development of a Family Media Plan

Policy 3 Children shall not be allowed to remain **sedentary** or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime Child care director shall take **Go NAP SACC Self Assessments** (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards

Policy 4:

Child care providers must ensure physical activity is a **positive experience** for children and that it is never used negatively or to control behavior.

Policy 5 (Because we don't serve infants, this policy is not applicable)

Providers shall ensure appropriate infant and child feeding patterns, including **breastfeeding**. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly. Providers shall publicly **display their support for breastfeeding infants and mothers by posting signage** or other publicly facing information (i.e., participate in *Breastfeeding Welcomed Here* through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding)

Policy 6

Child care educators shall ensure appropriate infant and child feeding patterns, including **adequate time for snack and meal consumption** and age-appropriate portion size

Child care educators shall **provide education to families** twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size

All eating opportunities shall consist of a respect for the child and promotion of a **positive attitude toward food**

Child care educators shall apply evidence-based **early food preference learning strategies** such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods

Policy 7

The child care provider **campus shall be free of all tobacco and tobacco-related products**, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Child care employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities)

Employees who use tobacco products while off campus are required to **change clothes and wash hands** thoroughly prior to interacting with children

"No Smoking" signs shall be posted conspicuously at each child care provider entrance, as required by state law