



Tennessee State Specific Policies

Policy on the Release of Children

Parents are welcome to visit the center at any time. All children must be accompanied into the building by an *adult* and placed under the direct supervision of the Center's staff. Children must be accompanied by an *adult* when leaving the Center.

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center will ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is/are able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Center Director and/or staff member, the child would be placed at risk of harm if released to such an individual, we will ensure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline* 1-800-CHILDREN to seek assistance in caring for the child.

For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Communicable Disease Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[2023-Provider-list.pdf \(tn.gov\)](#)



Policy on Expulsion

Lightbridge Academy welcomes all children into our centers that can be successful in a group care environment. Our intent is to provide positive experiences that foster learning and development for each child. In line with our Circle of Care and Core Values, we will work as a team with parents and/or guardians to help each child be successful in our care. A teamwork approach is the best way to correct repeated challenging behaviors and work towards success. Your patience, support, and follow through are integral to this process.

There may be times that the program offered at our center is not the best fit for a child or family, whether on a temporary, short term or a permanent basis. The following are reasons why a child or family may not be successful at our center and asked to seek alternative care:

- The child's needs are not being met in our setting.
- The child is at risk of causing serious injury to other children or himself/herself.
- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff.

Action Steps

When children start exhibiting repeated challenging behaviors, we will:

- Try to redirect the child from negative behavior.
- Reassess the classroom environment, appropriateness of activities and supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behaviors.
- Schedule a conference(s) including the director, classroom staff and parent/guardian to:
 - Communicate with you about how your child is doing.
 - Discuss how to promote positive behaviors at school and at home.
 - Provide the parent literature of other resources regarding methods of improving behavior.
 - Work with you to set goals to support your child's social, emotional, and behavioral development.
 - Determine the appropriate third party assessment such as
 - An evaluation from a pediatrician.
 - An evaluation by professional consultation on premises.
 - An evaluation by local school district child study team.

If our combined action steps and teamwork are unable to help your child be successful within our program, we will schedule a final parent conference to discuss alternative care. We will provide you with an end date which will offer



one to two weeks' notice to find other arrangements, depending on the risk to the other children's and staff safety and welfare. Any serious/dangerous incidents may result in an immediate end to care.

A child/family will not be asked to find alternative care if a parent/guardian:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.