



Coffee County School's Excellence Student/Parent Handbook and Registration Packet 2021-2022

Hello Parents and Guardians,

Welcome to Coffee County School's Excellence. The primary goal of this 21st Century Community Learning Centers Program is to provide a safe, academically enriched, and fun environment for all students. We offer an after-school enrichment, homework assistance, and tutorial program that is available to qualifying students first, and then to all if space is available. Excellence will serve students in Kindergarten through fifth grade. Due to state regulation, we will have limited numbers in the classes. This program is a non-discriminating choice program funded completely by the Federal 21st Century Community Learning Center grant, and there is no cost to you.

Coffee County School's Excellence will:

- ❖ Provide a safe learning environment for all students
- ❖ Offer after school academic assistance to students in need
- ❖ Provide opportunities for expanded experiences in the areas of reading, math, music, art, recreation, health and wellness, safety, STEAM (Science, Technology, Engineering, Art-Aerospace-Agriculture, Math) and other areas of interest
- ❖ Employ quality certified and non-certified staff to implement student activities

The after-school program operates from 3:00-6:00 p.m., Monday-Thursday, when school is in session starting Monday, September 7th, 2021. **Please pick your child/children up at or before 6:00 p.m.** This handbook contains information regarding the policies and procedures of the Excellence program. Please read this entire handbook with your child.

Children will have the opportunity to engage in activities that will benefit them educationally, emotionally, and physically. The program includes recreation and leisure

activities, games, snacks, art/crafts and music, and special learning opportunity activities with outside resources. Each day (Monday-Thursday) your child will have an allotted time for a healthy snack, physical activity, homework, academics, and skills of standards assistance, if needed. Students will also be provided experiences in other areas of interest during elective time.

We are looking forward to an exciting year with you and your child. We welcome your involvement in making this venture successful. As one of our most important partners, you are always welcome to come by and visit with your child during their time at Excellence. Parent input concerning the program is important; please feel free to share these comments with your school's Site Coordinator.

Site Coordinators are listed below:

East Coffee-----Erin Kehely-----931-409-0434-----kehelye@k12coffee.net

Deerfield-----LeAnn Greer---931-570-2652-----greerl@k12coffee.net

Hickerson-----Amanda Reed---931-455-9576-----reeda@k12coffee.net

North Coffee--Jennifer Dennison-931-723-5183-----dennisonj@k12coffee.net

All questions concerning policies and procedures of Coffee County Schools Excellence should be addressed to Tonya Garner, Project Director at (931) 570-2660 or garnert@k12coffee.net.

Sincerely,

Tonya Garner, Ed.S.
Project Director
Coffee County School's Excellence

Coffee County School's Excellence Mission Statement

Coffee County School's Excellence will provide challenging after-school programming that will meet the academic, recreational, cultural, social, and safety needs of the students attending the program.

General Program Information

- Coffee County School's Excellence program is offered to students in Kindergarten through the Fifth Grade.
- Hours for the program will be: 3:00 p.m. until 6:00 p.m. daily Monday through Thursday.
- Parents should plan on students attending a minimum of four days per week for 1½ hours (until 4:30 p.m.) if accepted for the program. We will work with parents on special circumstances concerning attendance.
- The program will only operate on the days that school is in session.
- If school is closed for inclement weather, the program will not operate.
- If school releases early, the program will not operate.
- The program will not operate on days there are parent/teacher conferences.

Enrolled Students and Attendance

- If your child enrolls in the program, please have them attend regularly. Staffing and funding is based on students that attend on a regular basis. Attendance is important in the program and poor attendance could result in removal from the program at the program director's discretion.
- Unless custody papers/parenting plans are on file in the student's school office AND this is communicated to Excellence site coordinators in writing which specifically states otherwise, both parents will have equal access to the child, and the child's records.
- Registration forms and contracts must be completed and on file for each student and turned in to the Excellence office for the child to be enrolled and attending. New contracts must be filled out and on file each school year. If any of the contact or emergency information changes, it is the responsibility of the parents to update the information immediately with the Excellence staff in writing. Students will not be released to anyone that is not written on the pickup list, NO EXCEPTION
- Tennessee Department of Education child care rules require that all students be officially registered in Coffee County School's Excellence in order for service to occur. The Department of Children's Service or the Coffee County Sheriff's Department will be contacted by school personnel for all students dropped off in Excellence without proper Excellence registration.
- Excellence staff cannot, and will not, be responsible for any child who is not officially registered in Excellence.
- Excellence closes at 6:00 p.m. Monday – Thursday. It is understandable that problems do arise from time to time that prevent you from getting here on time to pick up your child. However, if a parent is consistently late, which will be determined by program staff, the privilege of attending Excellence will be revoked. Please be considerate of everyone, especially your child.
- If you do not arrive on time to pick up your child AND after all emergency numbers are contacted and no communication from the parent has been received by 6:30 p.m., the local authorities (Sheriff Department) and/or Department of Children's Services may be called for assistance with the child (children). Please contact us if you are going to be late.

Pick Up

All children must be personally checked out from the program in the afternoon on the official sign-out sheet maintained at the front entrance.

- Students will not be allowed to wait for parents in the parking lot.

- Students will not be released to anyone whose behavior may place the child (children) in immediate danger.
- Children WILL NOT be released to any person other than the parent/guardian unless he/she is listed on the program release form completed by the parent when enrolled in the program or updated in writing by the parent after enrollment (with a parent signature provided).
- A child may not be signed out for pick up by anyone under the age of 16.
- Identification will be required for first time pickups unless the person is known to the receptionist and staff.
- The parent must notify Excellence IN WRITING if a person other than those on the authorized list will be picking up a child.
- Telephone calls will not be used to add someone to the list. It must be in written form with a signature by the parent.

Broken/Lost Items

Excellence strongly discourages children from bringing toys/personal items from home and will not be responsible for broken, lost, or stolen items (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry or any other personal items brought into the building).

Medication Policy

- Excellence strongly discourages the giving of medications to children involved in the program. If a child has to be given daily medication (such as behavior or seizure medicine) or has an emergency medication (an inhaler or epi-pen for allergies, for example), a medication form MUST be on file with the school's nurse who will communicate this to the Excellence staff.
- This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the school's nurse in a prescription bottle from the pharmacy. Antibiotics and over the counter medications such as cough syrup, aspirin, or cold medicines CANNOT be administered in Excellence.
- If the child has a medication that must be administered and the School Nurse already has a copy of the form, the parent is responsible for communicating to Excellence that the child does have a medication in the nurse's office.

Parent Involvement

Families are an important part of Excellence. Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children involved. Parent suggestions on enrichment offerings are always appreciated.

The Site Coordinator will keep parents informed about special happenings in Excellence through postings,

newsletters, and PowerPoint Presentations and REMIND messages. It would be helpful to keep Excellence informed of any changes which may occur in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations.

Discipline Policy

Children enrolled in Excellence are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children.

- Excellence staff will enforce school rules throughout program hours.
- Parents will be notified in person, by phone call, OR in writing when a major discipline problem occurs.
- After three (3) write-ups a child could be suspended from the program for an indefinite period.
- The Zero Tolerance Policy for the Coffee County School System also applies to Excellence.

Parents are asked to cooperate with Excellence staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with the Site Coordinator to correct any behavior that is interfering with the child's success in Excellence. This helps to keep the program fun as well as instructionally sound. Parents who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during Excellence hours could be asked to withdraw their children from the program.

Rules of Conduct for Students:

The following behaviors are considered inappropriate and unacceptable in Excellence. These behaviors may result in immediate suspension:

1. Possession of weapons, contraband, or other dangerous objects (Zero Tolerance Policy applies).
2. Fighting, Wrestling, Spitting (peers or staff).
3. Destruction of school property.
4. Destruction of the personal property of another person.
5. Vulgar language, cursing.
6. Improper display of private body parts.
7. Disrespectful behavior to other children or staff.
8. Climbing on desks, tables, cabinets, etc.
9. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning lights on/off, etc.)
10. Throwing balls or other outside equipment while inside the building.
11. Stealing.
12. Physical attacks on staff or other students (Zero Tolerance Policy applies)

13. Improper use of Excellence supplies & school equipment.

- Throwing objects (rocks, sticks, desks, tables, etc.).
- Leaving the group without permission (i.e., running away, hiding, etc.).
- Behavior deemed inappropriate and unacceptable by the Site Coordinator or Program Director.

Children's Code of Conduct

The following outlines the code of conduct expected of Excellence attendees when enrolling in the program.

The protection and safety of the children enrolled in the program is the number one priority.

When you sign the registration forms, you and your child are agreeing to abide by this code of conduct.

As a participant in Coffee County School's Excellence, I agree to:

- Check into Excellence immediately after school each day.
- Keep my personal belongings in my storage area during the program.
- Remain seated and quiet during announcements and instructions.
- Follow all program rules during free play, snack time, activity time, and emergency drills.
- Follow all instructions given by the program staff.
- Tell the Excellence staff if I am sick or hurt.
- Follow the discipline plan of Excellence.
- Respect all other children and the program staff at all times.
- Respect all Excellence supplies, equipment, and property.
- Respect all personal belongings of other children.
- Help clean up after myself following all activities.
- Never leave the Excellence site without permission from the Program Staff.
- Leave Excellence only by signing out with an adult.



Coffee County School's Excellence Withdrawal Form

If you decide to withdraw your child from Excellence, please complete this form and return it to the site Coordinator.

Site: _____

Date: _____

Parents Name: _____

Child(children) Name(s): _____

I am withdrawing my child (children) from Excellence. The last day my child (children) will attend

the program will be: _____.

Reason for Withdrawing

(optional): _____

Parent Signature

Dat

Coffee County School's Excellence Permissions and Statement of Understanding

Please read all information carefully.

1. Report Card Release Form: I give Excellence After School Program permission to view my child's report card, progress reports, and any testing results from the school to check on student's grade progress throughout the year. However, my privacy, the privacy of my child, and the confidentiality of my child's participation in the program will be protected according to legal and professional standards (FERPA).
2. Policy Against Weapons and Drugs: The Excellence program has a ZERO Tolerance Policy against such items, such as knives, guns, drugs, or drug paraphernalia. If your child brings any of these items that can be categorized as a weapon or drug, he/she will not be allowed back into the program and will be suspended from the Coffee County school system for one year. You will be called regarding any incident that violates this policy. This policy will be strictly enforced during the school year.
3. Lice: I understand the Excellence staff will contact me in case head lice is discovered on my child. I agree that my child will not attend Excellence until the nurse has proof of treatment and has completed a satisfactory examination.
4. Liability Insurance: I understand that Excellence **does not carry** individual liability insurance on the children that attend the program.
5. Excellence Photo Policy: I give Excellence permission to photograph my child at various functions. I also give Excellence permission to publish my child's picture in the newspaper, newsletter, or any other publication during different times throughout the year. I will indicate otherwise below in the signature section of this packet if I do not wish this for my child.
6. Childcare Approval Requirements: I have read the TN Department of Education Summary of Childcare Approval Requirements.
7. Equal Rights Policy: Excellence is an equal opportunity program and does not discriminate on the basis of gender, age, race, religion, or creed. Persons perceiving any form of discrimination may file a grievance report with Tonya Garner, Program Director in order to receive fair mediation and resolution to any issue.
8. Excellence Student Handbook: The student handbook is located at the beginning of this document. Please read it completely before agreeing and signing.
9. Excellence After School Program: I give permission for my child to participate in the Excellence after-school program at their designated site.
10. Insurance Card: It will be the parent/guardian(s) responsibility to include a copy of your child's insurance card to Excellence.
11. Grievances: All grievances may be filed in writing to: Tonya Garner, Excellence Program Director at 1343 McArthur St., Manchester, TN 37355 or emailed to garnert@k12coffee.net.

TENNESSEE DEPARTMENT OF EDUCATION

SUMMARY OF CHILD CARE APPROVAL REQUIREMENTS

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-1. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-1 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, www.state.tn.us/sos/rules/0520/0520-12/0520-12-01.pdf or by writing the Office of School-based Support Services, Tennessee Department of Education, Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

1. Organization and Administration, Chapter Section 0520-12-1-.06:

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan, including the names of persons to whom the child may be released for each child.
- Staff records must also be kept on each employee that include educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures & this summary as well as a pre-placement visit.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- If the center provides transportation, the driver should be appropriately licensed, there must be liability insurance and the children must have adequate space & supervision. Transportation provided by the center or under center authorization shall comply with state law.

2. Staff, Chapter Section 0520-12-1-.07:

A. Qualifications:

- The director is responsible for the day to day operations, including staff and program.
- Another person must be left in charge if the director is out.
- Any person with a condition that could be harmful to a child or a person convicted of a crime harmful to or involving a child must not be present.
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have at least a high school diploma and 4 years' experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma.
- Directors must have 18 hours in-service training each year and caregivers 12 hours.

B. Supervision and Grouping of Children:

- Each group must have adult supervision at all times and adult/child ratios should be followed.
- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios be doubled.
- Each group must have their own space, infants and toddlers must have their own space and not grouped with older children.
- At naptime ratios may be relaxed for groups except infants and toddlers.
- Minimum staffing requirements per groups of children (adult:child ratio) must be maintained.

3. Equipment, Chapter Section 0520-12-1-.08:

- All equipment must be in good condition and kept clean.
- There must be age appropriate equipment for all groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up that isn't in a playpen or crib.
- There must be enough equipment so children have choices.
- There must be an outdoor play area when children are in care for 3 or more daylight hours.
- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

4. Program, Chapter Section 0520-12-1-.09:

A. Schedule and Routines:

- Routines such as snacks, meals and naps must occur about the same time of day.
- Children must have time for free play as well as adult-directed activities.
- Children must have choices regarding activities and an opportunity to help plan activities.
- If TV programs, tapes and computers are used, other choices should be available.
- Parents must be informed of shows and movies to be shown.
- Staff must monitor computers.
- Outdoor play must be offered, weather permitting.
- A rest period must be offered for children up to 5 years of age in care 6 or more hours.
- Children should be able to form their own sleep patterns.
- A quiet area must be available for children. Behavior Management and Guidance:

- Caregivers must be knowledgeable of developmentally appropriate behavior.
- Discipline must be appropriate and redirection should be used when possible.
- No corporal punishment is allowed.
- Good behavior must be praised and encouraged.
- Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate his/her feelings.

B. Educational Activities:

- Children must have opportunities for learning, self-expression, and participation in activities each day.
- Activities that provide for both large and small muscle use must be provided.
- Children must receive child abuse awareness and personal safety information.
- Child care programs shall provide opportunities for learning self-expression and participation in a variety of creative activities.

C. Nighttime Care:

- If children receive night care, caretakers must provide a calm nurturing environment and a routine hygiene plan must be in place.

5. Health and Safety, Chapter Section 0520-12-1-.10

A. Children Health:

- Children must have immunizations in accordance with current TN law and the center must have documentation for this as well as a physical for each infant/toddler.
- Instructions for any child's special health needs must be documented.
- Parents must be notified if their child is hurt and becomes ill.
- All parents must be notified of any communicable diseases.
- Medications must be labeled with instructions and must be kept under lock.
- Documentation of administration and side effects must be kept.
- There is to be no smoking in the presence of children.
- The diapering area must be appropriate, near the handwashing lavatory and cleaned after each changing.

B. Staff Health:

- Staff must have documentation they are physically and mentally able to work with children.
- Physicals are required every 3 years.

C. Safety:

- There must be a staff member present at all times who has current CPR and first aid training.
- A first aid kit must be on the premises as well as a first aid chart.

- There must be no firearms on the premises.
- All dangerous utensils and tools must be out of reach of children.
- General emergency telephone numbers must be posted and staff must have availability to children's emergency numbers at all times.

6. Food, Chapter Section 0520-12-1-.11

A. Nutritional Needs:

- Children will receive meals and snacks based on the amount of time spent in the program.
- Menus must be posted.
- Consideration must be given to daily food requirements when planning the menu.
- Special diets and instructions must be provided in writing.
- When introducing new foods to infants and toddlers, guidelines must be followed.
- Parents and caregivers shall work together when weaning an infant and will not begin weaning when children are new to the program.

B. Meal Service:

- Children are to have appropriate size tables and chairs for meals and adults must sit with them.
- Servings must be adequate.
- Formula must be refrigerated upon receiving and not placed back in the refrigerator once warmed.
- Open baby food jars must not be accepted.
- Infants shall be held while being fed until the child is able to sit in a high chair, infant seat or at the table.

7. Physical Facilities, Chapter Section 0520-12-1-.12:

- Centers must be in buildings that are not hazardous or dangerous to children.
- All facilities must have annual fire and health inspections.
- All centers must have a working telephone.
- Centers must have 30 square feet of usable space per child, including naptime.
- Playgrounds must have 50 square feet per child and safeguards must be in place, if warranted.

8. Care of Children with Special Needs, Chapter Section 0520-12-1-.13:

- When a center serves children with special needs, they are to receive the same care and participate in the same activities, as appropriate.
- Adaptations must be directed towards helping the child become independent and developing self-help skills.
- Specialized services provided must be documented and information shared with appropriate parties.

To report suspected violations or possible illegal child care operations, call the Child Care Complaint Hotline at 1-800-462-8261.

Coffee County Schools' Excellence Program 2021-2022 Student Information Sheet

School: _____ Student Full Name _____ Date of Birth _____

Grade _____ Homeroom Teacher Name _____ Date Entering Program _____

Parent/Guardians Name(s) _____

Address _____

Home Phone _____ Cell Phone _____

Employer Name _____ Employer Name _____

Work Phone _____ Work Phone _____

Emergency Contact Information (other than guardian listed above)

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Additional Adults Allowed to Sign-Out Students. Anyone that picks up students will be required to show identification.

Name	Relationship to student	Phone Number

I authorize the above listed individuals to pick up my child from the Excellence program. I am aware that no other adults will be allowed to pick up my child, other than the above listed individuals. I understand that my child MUST be signed out of the Excellence program to be dismissed. I am to provide immediately to the Site Coordinator any phone number, address, or contact change, in writing.

Signature of Parent/Guardian

Date

Please Turn Over

PARENTS/GUARDIANS SIGNATURE OF APPROVAL

Parents/Guardians: please read ALL registration and Student Handbook Policies before signing below. Instead of signing many different sections, your signature below indicates you have completely read and understand all registration and student handbook procedures and policies. The list below requires a checkmark or X in either [] Yes or [] No, followed by your initials on each line. Yes indicates you agree and will adhere to the policies and procedures in the registration form and Excellence Student Handbook. If you select [] No, please add a note with the date and your signature indicating you do not agree with the policy or procedure. Any [] No check marks or X's will have to be discussed individually and could affect your child being accepted into the program due to policy and safety reasons.

<i>Section Num</i>	<i>Section Title (see pg. 8 for details)</i>	<i>YES-Agree</i>	<i>NO-Disagree</i>	<i>Initials</i>
1	Report Card Release			
2	Policy Against Weapons and Drugs			
3	Lice			
4	Liability Insurance is not provided by Excellence			
5	Excellence Photo Policy			
6	TN State Childcare Approval Requirements (pgs. 9-12)			
7	Equal Rights Policy			
8	Excellence Student Handbook			
9	Excellence Program Information			
10	Insurance Card (copy on file required before student can start)			

By placing your signature below, you are agreeing that you have read and understand ALL Excellence policies and procedures listed in this Registration Packet and Student Handbook.

Student Name: _____

Grade: _____ **Homeroom:** _____

(Parent/Guardian Signature)

(Date of Signature)

(Site Coordinator Signature of Acceptance)

(Date of Signature)

All students are unique. It is our goal to provide a safe and fun environment for all students. In order to help the staff interact with your student please check any of the following that is applicable to your child. This sheet will not be a determining factor on the acceptance into the program.

<u>Academic Performance</u>	<u>Conduct/Social Skills Observations</u>	<u>Attendance</u>
___ Decline in achievement	___ Restless or hyperactive	___ Tardiness
___ Lack of motivation	___ Makes inappropriate noises	___ Absenteeism
___ Low achieving	___ Temper outbursts or quarrelsome	
___ Currently failing	___ Unpredictable behavior	<u>General Health</u>
	___ Easily Distracted ___ Pouts and sulks	___ Physical complaints
<u>Discipline</u>	___ Disturbs other students	___ Overweight
___ Detention	___ Excessive daydreaming	___ Current Medications: List _____
___ Suspension	___ Submissive with authority	___ Known health problems: List _____
___ Have parents been contacted	___ Impulsive and Excitable ___ Depressed	___ Poor hygiene
___ Denies mistakes or blames others	___ Easily led by others ___ No sense of fair play	___ Frequent Lice
	___ No sense of fair play	
<u>Life-Stressors</u>	___ Immature ___ Negative self-talk	<u>Student History</u>
___ Divorce in family	___ Stealing or vandalism ___ Wets or soils clothes	___ Retention (grade ___)
___ Illness, accident, or death in family	___ Behavior worse outside of classroom	
	___ Uncooperative with adults/peers	
<u>Services Currently Receiving</u>	___ Aggressive ___ Easily frightened	
___ Speech/Language Services	___ Resistant to authority/openly deficient	
___ Individual assistance from School Counselor	___ Few or no friends/isolated	

Please list any suggestions that might improve your child's tutoring process: (subjects that need extra attention, areas that need improvement, behaviors that need to be addressed, social behaviors challenges, etc.)
