

---

# Family Handbook 2022-2023

---

*Where Knowledge Meets Nurture*



*Susan Gray School*

PEABODY COLLEGE OF VANDERBILT UNIVERSITY

The purpose of this handbook is to provide you with information about the policies and procedures at Susan Gray School. It is our desire to have a good relationship with all our SGS families. We encourage you to become familiar with the handbook. Should you have any questions or concerns, please do not hesitate to bring them to the attention of your child's teacher or any of our administrative staff.

### **SGS Four-Fold Mission:**

The Susan Gray School has a four-fold mission to service, training, research, and demonstration. Specifically, the SGS is dedicated to:

#### **1. Providing high quality services to young children and their families.**

- o We provide individualized instruction for all children using evidence-based and developmentally appropriate practices.
- o We value family participation in their children's education and we seek to be collaborative with families in supporting their children's development across home and school.

#### **2. Supporting the training of individuals studying for careers related to early childhood development and education.**

- o Teachers, staff, students, therapists, paraprofessionals, families, and children are participating, respected citizens of the SGS community.
- o We serve as a training site for Peabody College's Early Childhood Special Education master's program and students are a very visible and valuable part of our school. All ECSE students complete one or more practicum at SGS, and much of their coursework includes assignments that involve SGS classrooms.
- o SGS has partnerships with other Vanderbilt departments and local universities to support student training.

#### **3. Supporting research on early childhood development, early childhood disabilities, and early childhood education and special education.**

- o Graduate students often complete theses in the classrooms of Susan Gray School. The topics of these range from positive peer interactions to the benefits of family style dining.

#### **4. Demonstrating high quality early educational models that serve young children with special needs and typically developing children.**

- o We are a Pyramid Model school that promotes social emotional learning and provides positive behavior support for all children.
- o We believe that strong teaming among teachers, staff, therapists and other instructional personnel is key to providing excellent instruction and creating positive classroom environments

More information about the four-fold mission and how it directly relates to your child can be found in the mission-related information and consent form found in your enrollment packet.

We believe that...

### SGS Philosophy

- All children are individuals with unique strengths, needs, and personalities.
- Families are essential to their child's physical, emotional, social, and cognitive growth.
- Children are an integral part of their family.
- *Early childhood inclusion* means every child has the supports they need to be a participating member of the group.
- Children grow and learn best when they can explore their environment, engage in developmentally appropriate activities, and interact with peers and competent caring adults.
- The SGS community offers valuable resources and opportunities that can support the child, the family, and the school.

As staff of SGS, we are committed to ensuring our program provides children with a safe and accepting environment that promotes independence and includes frequent opportunities to practice and successfully master developmentally appropriate cognitive, communication, motor, social, and adaptive skills.

### Programs of SGS

The SGS Inclusive Classroom Program is one of only a few fulltime early childhood education programs in Tennessee where children of all abilities play and learn alongside one another. The SGS Inclusive Classroom Program can serve up to 84 children, approximately 35% of whom are children with special needs.

The SGS Community Outreach Program provides early intervention services to children and families in their homes, local child care centers, or other community settings. The Community Outreach Program serves children with disabilities, birth to age 3.



## SGS Policies and Procedures

### Arrival, Pick-up

#### Early Care Arrivals:

The Early Care program operates between 7:30 a.m. and 8:30 a.m.

#### School Day Arrivals:

The SGS school day begins at 8:30 a.m. Parents who arrive with their children before 8:30 are responsible for supervision of their child until the classrooms open for the school day. Morning snack is offered between 8:30 and 9:00. If you want your child to participate in morning snack, they need to arrive by 8:50. Morning snack is not served after 9:00.

#### Late Arrivals:

It is important to us that all children are present to participate in the day's activities. Because late arrivals disrupt the morning routine, if your child will be attending school on a given day he/she must arrive **no later than 9:00 am**. Children cannot be dropped off after 9:00 am unless they have an excused late arrival due to therapy, doctor appointment, etc.

#### Excused Late Arrivals:

If your child has a scheduled appointment that necessitates a late arrival, please bring verification of the appointment to the office when you bring your child to school. Please note we do not accept children between 11:30 a.m. and 2:00 p.m., to avoid disrupting nap time. It is also important to check with your child's teacher about the lunch schedule. We cannot hold lunch for excused late arrivals.

#### Fees for Late Pick Ups:

In the event parents are unable to pick up their child **and** depart on time, the child's account will be charged a late fee of \$10 for every five minutes (or portion thereof) which is due and payable within 24 hours. It is recommended that parents arrive on site no later than 15 minutes before the conclusion of their child's care. Please understand the impact caused by parents that are late picking up their children: this negatively affects the child's sense of security and impacts the personal and professional lives of the teachers.

#### After 6:00 Pick-up:

SGS closes at 6:00 p.m. and families who purchase Extended Care are expected to pick up their children before the school closes. Only three pick-ups past 6:00 per year are allowed. **After the third pick-up past school closing, your child will no longer be permitted in the Extended Care program.**

## Attendance Tracker

One of the two kiosk stations on the Welcome Desk is to be used to sign your child in and out. State regulations require that we monitor attendance and that children are signed in and out of school each day. Upon enrollment in SGS, parents are assigned a Brightwheel pin number and shown how to use the key-pad. We ask that you become familiar with this tracking system and make sure your child is signed in and out each day. If you have authorized another adult to pick up your child, communicate this information with the office staff and the staff will assign an individualized pin number. If a code is lost or forgotten, the office staff will be happy to help you retrieve it. Please note that the tracker system is the method used to track late arrivals and pick-ups. QR codes are also located on all SGS parking spot signs to use within the Brightwheel app for check-in and check-out.

## Behavior Management: Positive Behavior Support

At the Susan Gray School, we take a positive approach to supporting children's behavior. We use the Pyramid Model to address the social and emotional development of young children and to address challenging behavior. The Pyramid Model is about promoting positive social and emotional development and preventing challenging behavior. We believe all children are communicating at all times even when they use inappropriate behavior. It is our job to help students develop appropriate strategies for communicating their wants, needs, and feelings so that they don't have to engage in challenging behavior.



There are four levels in the Pyramid Model: Nurturing and Responsive Relationships, High Quality and Supportive Environments, Targeted Social and Emotional Strategies, and Individualized Intensive Interventions. Each of these levels includes a set of practices designed to teach children specific skills to help children participate in the learning environment and learn to navigate social situations in positive ways.

Using the Pyramid Model creates a school environment where children are highly engaged in

learning activities and are able to participate in quality learning across all areas of development. Also, when children understand how to behave and interact with others, teachers are able to spend less time managing behavior and more time providing instruction. More information about the Pyramid Model and family resources to support social and emotional development in young children can be found at [www.vanderbilt.edu/csefel](http://www.vanderbilt.edu/csefel).

Sometimes, even when we use high quality promotion and prevention strategies, some children may exhibit challenging behavior. When this happens, we have a system in place for collaborating with families and teaching teams to understand the message of the child's behavior and develop a plan that that uses a positive approach to teaching and supporting more appropriate behaviors.

Parents are important partners in promoting social and emotional development, and we believe that partnering with you for your child is essential. See the "Pyramid Model Parent Guide" on our website for more information about each level of the Pyramid model, examples of specific practices that you might see being used at school, and some examples of things you could try at home. As part of the Pyramid Model, we have developed the SGS "STAR" behavior expectations for the whole school: "We are **Safe**," "We are **Team** members," And "We are **Respectful**." We look forward to collaborating with you in helping all our students become "SGS STARS!"

### Birthdays

At SGS, we want birthdays to be a special occasion for all children. We do not, however, want birthday celebrations to overshadow the daily curriculum of the classroom program. Families choose to celebrate birthdays at home differently, and at SGS, we choose to celebrate birthdays VERY simply. If you want to bring a favorite snack to honor your birthday child, we ask that you check with your child's teacher about food allergies and special diets. Please note these treats must be brought in pre-packaged containers. Please also note: SGS is a Nut-Free school!

### Changes in Enrollment

If your family or child's information needs to be updated after initial enrollment, please email the SGS Office ([sgsoffice@vanderbilt.edu](mailto:sgsoffice@vanderbilt.edu)) and notify what changes are required.

If a child is going to be withdrawn, the parent must alert the administration, by email, to [sgsoffice@vanderbilt.edu](mailto:sgsoffice@vanderbilt.edu), at least two-weeks before the child's last day. At that point the parent will be told what is due on the account. The balance must be paid in full on or before the last day that your child will attend Susan Gray School.

### Change of Placement Policy

- The Susan Gray School is committed to supporting children with challenging behaviors and their families. We have special education and applied behavior analysis experts with whom we partner to ensure that children remain in an inclusive educational environment.
- The goal of our change of placement and/or expulsion policy is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. Exclusionary measures will not be considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child. Seclusion, or involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, is not permitted at Susan Gray.
- Prior to a change or expulsion, administration and teachers will consult with behavior specialists to observe the child, determine the function of behavior, develop a behavior

intervention plan, implement the plan, and observe changes in behavior in response to the plan. Other options shall be considered such as but not limited to reducing the number of days or amount of time the child may attend, or if applicable, referrals to local agencies that could be beneficial to the child and family.

- The administration of Susan Gray will work closely with the parents, teachers, therapists and the staff of other local education agencies, if applicable, if a change of setting or expulsion is deemed necessary.
- If expulsion must occur, all reasonable attempts will be made to ensure a smooth transition to another program. The Susan Gray administration will offer assistance to the family in accessing services and an alternative placement, such as the Metropolitan Nashville Public Schools early childhood program.
- Data gathered throughout the process will be filed at the Susan Gray School and maintained after the transition. This could include a behavior plan, day to day teacher reports, incident reports, etc.
- This policy complies with federal and state civil rights laws.

### Child Abuse and Neglect

At SGS we are aware of our role in preventing, not just reporting, child abuse and neglect. As part of Vanderbilt University our staff must adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children's Service. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk and Insurance Management (615-936-0660), or report via the Vanderbilt hotline at 866-783-2287. The Tennessee Child Abuse reporting hotline number is 877-237-0004.

If a staff member is accused of child abuse or neglect, the behavior should be addressed with the person and should cease immediately (this may include immediately removing the person from interaction with all minors). In cases of suspected misconduct (e.g., abuse or neglect of a minor, the director will contact the VU Human Resources consultant and the Risk Management POM contact and may be requested by HR to remove the individual from the job role or place them on administrative leave during the investigation process. Documentation should be preserved for a program personnel member who violates the POM Code of Conduct or is alleged to have acted inappropriately.

### Child Care Licensing

TN Child Care Licensing are available on line by clicking [CCL](#) and a copy of these regulations, along with a Summary of Childcare Approval Requirements, is available in the SGS office. Please familiarize yourself with the information in these documents. We are happy to provide you with a copy of the documents upon your request.



### Child Records and Confidentiality

School records containing enrollment information are kept on every child in SGS. If your child is in a special education program at SGS, we also keep EP and IFSP information. Parents may look at their child's school records at any time, and may request copies of any information in the file. Teachers and staff at SGS respect your right to confidentiality and we do not share information about you or your child with outside agencies or professionals unless we have your written permission. Often families ask questions concerning individual children in their child's classroom. Due to the confidentiality policy, however, SGS staff cannot talk to parents about children other than their own. Children's records are maintained for 11 years and public notification is made prior to destroying records.

### Classroom Supplies

#### Bug Spray:

SGS staff will apply bug spray to children when mosquitoes are present. Bug spray is included in the cost of tuition. However, families wanting their child to use a particular brand of bug spray may bring a bottle labeled with the child's name.

#### Clothing:

At SGS we are busy and your child will likely get dirty at times! Thus, we encourage families to dress their children in clothing that will withstand finger paint, glue, and dirt. We also ask that all children have a complete change of clothes at school. In the winter, our children go outside even on cold days, so please make sure your child has a warm jacket, mittens, and hat. In the summer, each classroom enjoys water play once a week and we ask that children come to school in their swimsuit and "water play" shoes on their designated water play day. A change of clothes for after water play should be brought for your child on these days. Please make sure all of your child's personal belongings are clearly marked with his or her name, including shoes.

### Diapers

If your child is not toilet trained, please send diapers to school. Most parents find it convenient to send a large supply. We will remind you when the supply gets low.

### Rest Time Items

The school provides a cot, and sheet for each child. Please send a blanket and an optional stuffed animal or lovey for your child to use at rest time. These items will remain at school and will be laundered each week. Because the stuffed animal will only be used at nap time, please consider the size of the animal brought to school. It should fit safely inside your child's cubby.

### Safe Footwear

SGS children are very active, especially outdoors and our playgrounds have natural surfaces that include sticks, rocks, and unlevel terrain. As a preventative measure against potential accidents, children must wear fully enclosed, well-fitting shoes, such as athletic sneakers, or sandals with a solid rubber sole and a heel strap. On water play days, children should wear water shoes. These typically have rubber soles and are made of mesh and nylon. Flip-flops or crocs are not appropriate for active



### SGS play, even on water play days!

Additionally, trainer shoes should not be utilized within the Cuddle Bugs and Busy Bees classrooms if your child is already walking as they do not provide appropriate stability. If your child does not arrive to school with appropriate footwear, you will be asked to return that day with an alternative pair of shoes that comply with the above recommendations.

### Tissues and Wipes

SGS provides wipes and tissues for children enrolled in the classroom program. Families wanting their child to use a particular brand of wipes may bring them labeled with the child's name.

### Sunscreen:

Because our playgrounds are fairly shady, we do not routinely apply sun screen. However, on sunny days when protection is needed, SGS staff will apply sunscreen to children as needed. Sunscreen is included in your tuition. Families wanting their child to use a particular brand of sunscreen may bring a bottle labeled with the child's name.

### Communication

As a SGS family, you are very important and we want to be sure you stay informed of your child's experiences at school. Two-way communication between teachers and families is very important to us. Teachers will communicate using an app called Brightwheel. At the beginning of the school year, teachers will share what types of information they will enter in Brightwheel. These guidelines vary by the age of children in the classroom. We encourage teachers and families to connect as often as possible to ensure that information regarding your child is shared.

We encourage parents to communicate with teachers in person, by email, or by phone. Your teacher will give you contact information at the beginning of the year or once your child is enrolled in their classroom. Parent-teacher conferences are scheduled three times a year and our teachers are always happy to schedule a conference with you after school or during the lunch hour. The teacher will respond to you within 24 hours of you sending a message.

Please note that our teachers have classroom responsibilities during the drop-off and pick-up times, so if you need to have a conversation with your child's teacher beyond daily information, we ask that you schedule a meeting.

We also want to keep our families informed of school events occurring throughout the year. We distribute reminders and newsletters via email with all families. We post flyers near the entrances, on the Parent Board, and near the attendance tracker.

Parents can easily communicate information to and through the SGS Office to your child's classroom by calling 615-322-8200 or emailing [sgsoffice@vanderbilt.edu](mailto:sgsoffice@vanderbilt.edu).

## Curriculum & Assessment

### Curriculum

Our commitment to research-based, high quality, inclusive early childhood education hinges on the understanding that instruction for all children should be developmentally appropriate, child-directed, and engagement focused. The following curricula and approaches provide us with the platform from which to do so:

#### The Creative Curriculum

Used by teachers in both the Toddler and Preschool villages, the Creative Curriculum provides teachers with a research-based framework and resources to encourage and support every type of learner using developmentally appropriate practices. With a focus on a classroom environment equipped with learning centers and a variety of materials children can access in a variety of ways, the Creative Curriculum promotes child-directed learning and hands-on exploration.

#### The Pyramid Model for Promoting Social and Emotional Competence

The Pyramid Model is a systematic framework rooted in responsive adult-child relationships that promotes the social and emotional development of all children through a high-quality learning environment, targeted social emotional supports, and individualized intervention for children with persistent challenging behaviors. This approach provides teachers in every classroom at SGS with the resources to support every child's unique social-emotional development while also providing a systematic, data-based system for positive behavior support. See additional information about the Pyramid Model on our website or at [www.vanderbilt.edu/csefel](http://www.vanderbilt.edu/csefel).

The curriculum and approaches to early learning listed above align with our philosophy that children learn best when they can explore their environment, engage in developmentally appropriate activities, and interact with peers and competent caring adults.

### Assessment

In addition to child screening, ongoing assessment is a key component to providing children with meaningful, appropriate, and engaging experiences. Ongoing, authentic assessment requires teachers to systematically collect data to support each child's growth regarding curricular and individual objectives over time. These data are kept within a child file.

Children's most recent assessment records will be stored within their file, in a secure location only accessible to the classroom teachers and administrative staff. Families can access their child's file and assessment records upon request in the presence of their child's teacher or a member of the administrative team.

Teachers in all classrooms use Teaching Strategies GOLD to administer formative assessments of children's learning and development across the following domains: social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, and the arts. Teachers participate in trainings on how to conduct this child assessment through Teaching Strategies and must pass interrater reliability prior to finalizing children's assessment data.

During planning sessions, teachers discuss the data collected for each child and use those data to inform their planning. The online lesson planning tool also syncs to GOLD assessment data collected on each child. For example, intentional teaching experience cards will include objectives for learning and indicate each child's developmental level for purposeful grouping and individualization of instruction during the small group lesson.

Data on children's individual learning objectives are used to guide and refine instruction as well as to monitor each child's progress over time. In some instances, data collected may indicate the need for additional screening or further diagnostic assessment. In these instances, teachers, with the support of the administrative team, will meet with families to share their findings and recommend additional screening or further diagnostic assessment.

During support team meetings and planning sessions teachers discuss the data collected for each child and use that data to inform their planning. Data on children's individual learning objectives is used to guide and refine instruction, as well as to monitor each child's progress over time. In some instances, data collected may indicate the need for additional screening or further diagnostic assessment. In these instances, teachers, with the support of the Associate Director, will meet with families to share their findings and recommend additional screening or further diagnostic assessment.

#### Extended School Day Care:

SGS offers Early Care, After School Care, and Extended Care to families who choose the extended-day tuition option. Early Care is provided from 7:30 am to 8:30 am; After School Care from 3:00 pm to 4:30 pm; and Extended Care from 4:30 to 6:00pm. Early, After School, and Extended Care is provided for combined groups of children with the adult child ratio meeting state guidelines. Families using After School and Extended Care are discouraged from entering closed rooms and allowing children to play with toys or classroom furnishings that have been cleaned and sanitized for the next day. Changes to Early Care, After School or Extended Care can be problematic for staffing; therefore, ongoing changes to these charges are not allowed. If you would like to make changes to your child's plan, you can do so by emailing [sgsoffice@vanderbilt.edu](mailto:sgsoffice@vanderbilt.edu). Changes will be made on a monthly basis.

#### Emergency Situations:

At SGS we try to be prepared for emergency situations. Upon enrollment, families provide us with emergency contact information and authorization for emergency treatment procedures. We update emergency information each year at spring re-enrollment, and it is very important that you let us know any time your emergency contact information and telephone numbers change.

Should your child be seriously injured or become ill at school, we will contact you. If we cannot reach you, we will call someone you have designated for emergencies. A SGS staff member will stay with your child until you arrive. If your child needs immediate medical attention, we will call 911. If a weather-related emergency should arise, children are taken to interior rooms in the school.

Should there be damage to the building, children will be evacuated to the Peabody Education Library on the 1<sup>st</sup> floor. Administrators and teachers will have emergency contact information so they can quickly notify families of the relocation site. SGS staff will wait with the children until all have been picked up by their parents.

### Family Activities:

At SGS we value family involvement. Each year we host several activities especially for families. In September, families are invited to our Family Pot Luck. In October, we have a Pumpkin Parade. The SGS annual Holidays Around the World event is held each year in November or December. In February, grandparents (or other special friends) are invited to the Grandparents' Tea. Classrooms and the Outreach program host special events throughout the year. The Parent Committee meets monthly to plan activities that support the school. Susan Gray School is fortunate to have so many wonderful people volunteering their time to make our school the best it can be! If you are interested in being part of any of these activities please stop by the office and let us know. Each year we invite families to tell us about their satisfaction with all areas of our program. Your comments, concerns, and praise are highly valued.

### Field Trips:

Field trips are ongoing activities at SGS that enrich our children's learning. However, at SGS they happen a little differently. We are fortunate to be located on a college campus where there are many things to explore and see. Children will often take walking field trips on the Peabody campus. Sometimes, these walking trips may extend beyond the Peabody campus. When these situations occur, you will receive a Field Trip Permission Form from your child's teacher indicating where the class will be going and the educational purpose of the trip. Field trips range from simple campus nature walks or off-campus trips on the city bus to the public library. Field trips are always well staffed and supervised, but we welcome the extra help parents can provide. If you would like to join your child's class on a field trip, please let us know.

### Gold Sneaker Policies:

#### **Policy 1:**

- Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules.
- 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.
- Childcare 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:** Childcare providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior.

**Policy 5:**

- 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:**

- Childcare educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size.
- Childcare 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.
- Childcare 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. Childcare 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 childcare provider entrance, as required by state law.

*REVISED NOVEMBER 2018*

### Grievance Procedures:

The Susan Gray School staff is committed to providing quality services to children and families enrolled in the school. In the event that you find any procedure or policy of the school or any action of a staff member to be questionable or objectionable, please be aware of the procedures one can follow to address these issues.

1. Talk to the staff person most directly related to the concern or problem. Often, problems arise due to a misunderstanding, and can be resolved quickly by open communication.
2. If you feel your grievance or problem has not been met to your satisfaction, contact SGS Director, Katherine Newman: 615-815-5650; Katherine.newman@vanderbilt.edu

Although we do not anticipate problems, it is important that you know your input and opinions are valued. In the event problems arise, we want you to be aware of your rights and procedures for handling concerns.

#### Health Exams and Immunizations:

Our licensing agency (TN Department of Human Services) requires that all child records include an annual health examination signed by a health care provider and a current immunization record. Health and Immunization forms are available at your pediatrician's office. Failure to provide SGS with the required documentation in a timely manner may result in disenrollment.

#### Holidays & Closings:

SGS closes for holidays and staff development workdays. A school calendar that notes these closings as well as other SGS activities is distributed at the beginning of each school year and is posted on our SGS web site. Should changes to the calendar become necessary we will inform you as soon as possible.

Snow and inclement weather closings occur occasionally during the winter months, and SGS will follow MNPS weather-related school closings. If a weather-related closing or delayed opening occurs, an email will be sent to parents, and announced through the Brightwheel app by 6:30 AM.

The Chancellor could declare up to two days per year in which the campus will be closed for an Administrative Closure Day. Susan Gray School will be closed if these days are put into effect.

#### Laundry:

At SGS cot sheets are laundered weekly and classroom items (towels, paint shirts, etc.) are washed daily. We do not launder soiled clothes. If your child's clothes become soiled at school, we will change your child into clean clothes and send the soiled clothes home. It is important that your child have an extra set of clothes at school, so we ask that you replace the extra clothing as soon as possible.

#### Meals and Snacks:

SGS does not provide lunch or snacks for children:

- Families are required to provide all ready-to-eat meals for their children (lunch and two snacks each day). Parents should also include all plates, cups, and utensils required for each meal. All items will be returned to the lunch box and sent home to be washed.
- Meals and snacks must be nut-free and should not require heating or refrigeration.
- Items inside lunchbox should be labeled with AM Snack, Lunch, and PM Snack

- Food should be packed in a plastic lunchbox with ice packs if required to keep items cold. Food will not be heated in the microwave.
- Teachers will distribute meals and snacks to children.
- Snacks and lunch provided must meet CACFP guidelines:

### Lunch and Supper

#### Example 1



#### Example 2



▲ A second vegetable can be served in place of fruit at lunch and supper.

### Snacks

#### Example 1



#### Example 2



#### Example 3



#### Example 4



### Medications at School:

Before school staff can administer any medication, whether prescription or over-the-counter, parents must complete the Medication Consent Form found at the front desk. All medications must be in original pharmacy container and accompanied by a Medication Consent Form containing the following information:

- Child's name
- Date
- Name of medication
- Specific dosage and administration instructions
  - \*A doctor's order must also be attached to the Medication Consent Form in order for medication to be administered.
- Possible side effects
- Number of days to be given
- Parent signature

For the safety of the children, ALL medications are stored in a locked box out of children's sight and reach.

### Parking at SGS:

Curbside parking is reserved FOR PARENTS during "peak" pick-up and drop-off times: 7:30-9:15 am, 2:45-3:15 pm, and 4:30-6:30 pm. During non-peak times, curb parking is available to visitors on a limited basis. Priority for non-peak parking is given to families and visitors attending EP/IFSP meetings. Non-peak parking passes are available in the office. Please be sure any guest or



visitor coming to SGS to see your child knows cars parked in a reserved spot without a non-peak pass are subject to ticketing or towing.

We also warn parents that leaving your car with the motor running, or leaving a child in the car unattended (even while you quickly run into SGS) is illegal in TN.

### Personal Safety Curriculum

Because SGS is licensed by the TN Department of Human Services, we are required to provide an approved Personal Safety Curriculum for children ages 3-5. We recognize the importance of personal safety and want to do our part to educate and empower our students. We have chosen the Keeping Kids Safe curriculum, developed by the Department of Human Services (DHS). This curriculum is specifically designed for preschool ages 3, 4 and 5 and is available for your review at any time by clicking: [KSC](#). The lessons are designed to cover a wide range of safety topics. All sessions are taught by a staff member who has completed the DHS required training

### Pets at School:

Children love animals, and we love children, but sometimes children and animals don't mix! Therefore, we prefer pets only come to visit on special occasions. If your child wants to bring a pet to share with the classroom, please plan with the teacher so we can be considerate of children who have pet allergies.

Classroom pets or visiting animals must appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff will make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed to visit or as classroom pets because of the risk for salmonella infection.

### Photography at Susan Gray School:

Photographs of our children are taken often! Each year we ask you to review and sign our information and consent form that explains how we use photography. If you give SGS photography permission you can look forward to seeing your child's smiling face presented in a variety of materials. If you did not grant photography permission, please know we do our best to make sure only children with parental consent for photography get into the many photos of our children.

### Potty Training

The decision to potty train a child in the classroom program should be done in cooperation between the classroom team and parents. Communication with parents should be maintained throughout the process. Potty training should not be started until a child is able to understand, to demonstrate some degree of bodily control, to do what is asked of them, and to communicate their need to use the bathroom. When potty training, children shall not be made to sit on the potty for more than five minutes at a time. Also, in accordance with DHS Licensing regulations, food shall never be used as rewards or punishment for children. Therefore, teachers will discuss a

reinforcement procedure with parents that will include stickers, special toy time, praise, etc. for potty successes.

In order to determine, whether a child is ready for potty training the following indicators should present: (1) the child stays dry for long periods of time; (2) child shows interest in wanting to use the potty by watching peers or sitting on potty with clothes on; (3) indicating whether they are wet, had a bowel movement, or attempting to go to the potty but don't make it on time; and (4) saying they want to use the toilet and talking about their urine and bowel movements using whatever words are used at home.

\*information adapted from DHS Regulations Dated February 2018 and Creative Curriculum for Infants, Toddlers & Twos (2011)

### Safety at Susan Gray School:

Ensuring your child's safety while at school is of utmost importance to us at SGS. Susan Gray School has a variety of security measures in place to ensure the safety of staff and children in the building. Staff members, except for student employees, are given Prox cards that allow entry during regular business hours. All other people entering the school must be buzzed in by someone at the welcome desk. In addition to meeting all security, health and safety requirements, we conduct monthly safety checks throughout the school. We also ask that families and visitors assist us in maintaining a safe environment for our children. Listed below are some ways you can help:

- Always close the classroom door when you enter or exit, even if children are not present.
- Never let small items a child might swallow (pills, buttons, coins) fall out of your pocket or purse.
- Don't let your child run in the hallways or swing on the gates and doors.
- Avoid distracting our staff when they are supervising children
- Always close the outside gates when entering or exiting the school
- We require all visitors to buzz in using the intercom. Please do not hold main doors open for someone you don't know.
- Alert us to any safety concerns you observe.

### Sick at School:

There are times when children get sick during the school day and according to our regulations need go home. SGS personnel will attempt to contact parents in the event their child is sick. If parents are not accessible, emergency contacts will be called. Once a family member is notified of a child's illness, the child must be picked up within one hour.

If any of the following occur, someone from the school office will call you and ask you to pick your child up as quickly as possible.

- Fever of 100 degrees or above
- Diarrhea (twice)
- Unusual spots or rashes
- Trouble swallowing
- Unusually dark, tea-colored urine
- Vomiting (twice)
- Unusual behavior
- Loss of appetite
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Gray or white stool
- Headache and stiff neck
- Inability to comfortably participate in normal classroom activities
- Illness creates a greater need for care than the staff can provide without compromising the health and safety of other children.

#### Staying Home Sick:

Because sick children are not comfortable at school and pose a risk to other children, we ask families to keep their children home at least 24 hours after beginning any antibiotic. We also ask that children be fever free without fever-reducing medication and/or free from diarrhea and vomiting for 24 hours before returning to school. Keep in mind they also must be able to comfortably participate in normal classroom activities.

#### Staff Transition Plan

When a staff member leaves a classroom of SGS, the parents will be notified by letter from the Director within two days of the departure.

When a staff member joins SGS, the parents will be notified through a letter and it will be published in the newsletter.

#### Therapy Services at Susan Gray School:

Vanderbilt Pediatric Rehabilitation Services and Vanderbilt Bill Wilkerson Center utilize space at the Susan Gray School for children's therapy services. If your child is enrolled in therapy, these services are handled by the Vanderbilt University Medical Center and is not associated with the Susan Gray School. Any questions regarding your child's services should be directed towards the appropriate therapist.

#### Transitions:

Children typically transition into the next age level classroom on the first day of the new SGS school year which is in early August. We build in supports to make the transitions to a new classroom as smooth as possible for children and families. Prior to the transition, we recruit input from parents and teachers regarding the best placement to meet each child's needs in terms of teacher and peer matches. The process of building classroom communities is complex, and many things are taken into consideration. Some factors

include ratio of girls to boys, peer matches, child birthdates, child characteristics, and teacher styles. Our goal is to create the best community for all children to grow and develop socially and academically. Families are informed in June or July of their child's next- year classroom and in the last couple weeks of the school year, teachers plan activities to ensure children have opportunities to visit their new classroom and meet their new teachers.

When children exit SGS, our teachers are happy to speak with the new teacher and send a "Getting to Know Your Child" form to the new school, upon your request. Our teachers can also arrange to visit a new school with you and your child if you feel it is necessary.

#### Tuition:

SGS is a non-profit program supported by grants, contracts, donations and tuition, therefore, SGS tuition rates are competitive with other early education programs in the area. Tuition must be paid in advance and is payable monthly or bi-monthly. If you choose to make bi-monthly payments, 50% of your tuition is due on or before the 1st business day of the month and 50% on the 15<sup>th</sup>. Fees for late payment will be added to tuition accounts that are not paid in full by the 15<sup>th</sup>. A \$25.00 late fee will be assessed on the 16<sup>th</sup> and an additional \$25.00 on the last day of the month. After 6 weeks of non-payment a plan will be developed between Director and Family that could include dis-enrollment and account balance sent to collection agency.

Tuition is billed and paid through the Brightwheel app. We are unable to extend credit or ignore unpaid balances and enrollment will be suspended if tuition is not paid after two consecutive months of nonpayment. Reminders regarding tuition payments are sent regularly through the Brightwheel Application. You will receive a letter from the SGS Director at the end of a month when tuition has not been paid. At this time, you will be required to provide a plan in writing detailing how you will ensure that the missed tuition payment as well as the following month's payment will be made. If no payment is received within 6 weeks of a miss payment, you will be notified that your child will no longer be enrolled in the SGS program at the end of the second month of non-payment.

In addition:

- SGS gives a 10% sibling discount on the total monthly tuition bill.
- SGS gives Peabody Students a discounted rate for monthly tuition.
- SGS gives SGS Staff members a monthly tuition discount based on hours worked per week.
- SGS accepts children who are eligible for Child Care Assistance through the Department of Human Services (DHS). Certificates cover the School Day tuition and meals. If parents have a co-pay the fee is charged as a weekly fee. Extended care can be purchased if space available.
- SGS does not prorate charges based on attendance in Early Care, After School, or Late Care.
- Changes to Early Care, After School or Late Care can be problematic for staffing, therefore, ongoing changes to these charges are not allowed. If you would like to make changes to your child's plan, you can do so during the months of Dec for the Spring semester and May for the Summer Semester.
- There are two fees charged each year-\$75.00 Enrollment Fee and \$100.00 Supply Fee for

re-enrollment. These fees are non-refundable once the Enrollment Process is complete.

### Visitors at Susan Gray School:

We love to have family members and friends visit SGS. Every classroom has an observation room and you are welcome to peek-in on your child at any time. If you would like to visit inside the classroom, we ask that you arrange the visit with your child's teacher.

For security reasons, we require visitors (non-family member visitors) to complete background checks according to guidelines established by the Vanderbilt Background Clearance Office. If you are aware of a therapist or other visitor who will be coming to SGS, please have them contact the school office at 615-322-8200 or [sgsoffice@vanderbilt.edu](mailto:sgsoffice@vanderbilt.edu) for additional information.





**Supporters of Susan Gray School include:**

**Peabody College**

**State grants**

**&**

**Private Donations**

For information on making a gift to Susan Gray School visit

<http://peabody.vanderbilt.edu/admin-offices/sgs/funding.php>

or call 615-322-8500

*Susan Gray School* does not discriminate against any child, parent or employee on the basis of race, color, national origin, or disability.

The following section includes Consent and Policies signed at enrollment:

*Where Knowledge Meets Nurture*



*Susan Gray School*  
PEABODY COLLEGE OF VANDERBILT UNIVERSITY

## **Activities in the Susan Gray School Classroom Program Related to Service, Research, Training and Demonstration: Information and Consent**

**2022-23**

The Susan Gray School (SGS) is a vital part of Vanderbilt University and Peabody College of Education. Within this unique structure, we have four distinct missions: (1) to provide high-quality services to children, families, and the community; (2) to participate in the training of university students (e.g. teachers, health care providers, therapists, researchers); (3) to demonstrate a program of high-quality early childhood education and early childhood special education practices; and (4) to help university researchers conduct research. To fulfill this four-fold mission, the children, families, and staff of SGS are continually involved in a variety of activities. The purpose of this document is to ensure you understand all the activities that occur at SGS and to ensure your consent to have your child to be a part of these activities.

### **MISSION: Provide High-Quality Services**

SGS is committed to both providing and demonstrating a developmentally appropriate inclusive program for all children in the school. Visitors from across Nashville and around the world tour the school to see how our program operates, giving us the opportunity to describe our program and share our philosophy. To ensure we are providing the high-quality program we demonstrate, we conduct developmental assessments of children in the program and use the information from these assessments to guide our instructional program. These assessments are conducted by SGS teachers or other SGS staff and focus on the developmental domains of cognition, language/communication, social, and motor skills. Assessment occurs throughout the school year to ensure progress toward goals is being made and the curriculum for the children is appropriate to meet needs and support growth.

Included in our commitment to high quality services is the availability of related service professionals (e.g., occupational therapist, physical therapist, speech-language therapist, nurse) to consult with our classroom teachers. Classroom teachers may request related therapy consult services when they need more specific input on how best to support the children in their classroom. Consultation typically would include the therapist discussing the teacher's concerns, informally observing or interacting with the child in the classroom, and then providing the classroom team with advice, guidance, staff training, or materials. If the therapist felt a formal screening was warranted, parents would be contacted to give consent. Teachers may also request consult services if parents have questions pertaining to specific developmental domains the teachers are unable to answer. Consultation could include providing resources for the teacher to share with parent or meeting with the parent and teacher. Related therapy consult services are not assigned to an individual child, but rather serve as a resource for the classroom team.

### **MISSION: Support Undergraduate and Graduate Training Programs**

SGS plays an important role in the training of graduate and undergraduate students from Vanderbilt and other local institutions of higher education. Noted below is information about various ways SGS supports university students.

Student Observations and Course Assignments: University students receive valuable experience through field placements in a SGS classroom and through completing coursework assignments with SGS children. Most assignments require students to observe and evaluate children's skills in one of the developmental



domains (i.e. language, motor, social, and self-help) and develop an instructional program designed to teach a new skill. Some assignments require students to access a child's SGS educational record. All student activities are conducted with the knowledge and supervision of a SGS teacher as well as a university supervisor. SGS children are never required to participate in a student activity if they indicate an unwillingness to do so.

Audio- and Video-recorded Observations Related to Training: As part of university training, university students sometimes need to have audio and video recordings of their activities with children in SGS. These recordings are viewed only by the university student, other students in their course, and their university professor. University students are required to destroy training recordings at the end of the course.

Developmental Testing: Another part of university training involves learning to administer developmental assessments to young children. Assessments are conducted in the classroom or another location in the school. Assessments are not conducted with any child who indicates reluctance to participate. All assessment training done at SGS is supervised by SGS staff and the trainee's university supervisor. Assessments conducted by university trainees are not considered valid and trainees do not share results with a child's family.

### **MISSION: Support Research**

SGS supports student and faculty researchers in two very different ways. First, SGS supports research preparation activities that do not involve parental informed consent. These include activities such as:

- Providing researchers with contact information of potential research participants
- Providing a site for researchers to pilot a research protocol
- Providing a site for researchers to become proficient with a research coding procedure
- Providing a site for researchers to test audio and video equipment

The second way SGS supports research is by providing a site for research to occur. Most often, this research is conducted by students for their theses or dissertations. These studies must first be approved by the Vanderbilt University Institutional Review Board (IRB) to ensure compliance with federal, state, and university research guidelines. If a researcher wishes to work with your child, you will be provided with written information about the study (known as an informed consent document) and you will have the opportunity to decide whether you want to grant permission for your child to participate. Your written informed consent must be obtained by the researcher before your child can participate in any IRB approved study.

Studies conducted in SGS are educationally appropriate and often involve opportunities for children to learn a new skill or activity. We encourage SGS families to consider any study that is presented to them. However, we want families to understand participation in research is strictly voluntary. Your child will never be asked to participate in a research study unless you have given specific written consent for participation.

### **SUMMARY**

This general information covers standard mission-related activities that occur at SGS. A copy of this information form is provided in the SGS Parent Handbook for your records. If you ever have questions about your child's involvement in any of these activities, you should ask your child's teacher or the Associate Director.



# SGS Classroom Program

## General Information & Consent

### 2022-23

#### **Health Physical and Immunization Record:**

An annual health examination and current immunization record must be provided each school year. The accepted forms are available at your child's pediatrician's office.

#### **Sick at School:**

We will call and ask you to pick up your child if any of the following occur: 1) temperature of 100° **and/or**, 2) if an illness prevents the child from participating comfortably in activities **and/or**, 3) illness creates a greater need for care than the staff can provide without compromising the health and safety of other children **and/or**, 4.) if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities. Noted in the SGS Parent Handbook are other, less common conditions that may prompt a call for a sick child pick-up.

#### **Staying Home Sick:**

Because sick children are not comfortable at school and pose a risk to other children, we ask families to keep their children home at least 24 hours after beginning any antibiotic. We also ask that children be fever free without fever-reducing medication and/or free from diarrhea and vomiting for 24 hours before returning to school.

#### **Medications at School:**

SGS staff does not give fever-reducing or cough medicine. In some situations, prescribed medications (over-the-counter medications, antibiotics, breathing treatment, feeding tube, etc.) may need to be administered at school and our staff can accommodate this need when the following conditions are met: 1) a SGS Medication Consent Form is completed, 2) SGS has received prescription information from your child's physician including name of medication, dosage and delivery, and 3) the medication is brought in its original container with the prescription affixed if applicable and 4) training by a medical professional is completed if needed.

#### **Bug Spray:**

SGS staff will apply bug spray to children when mosquitoes are present. Families wanting their children to use a particular brand of bug spray may bring a bottle labeled with the child's name.

#### **Sun Screen:**

Because our playgrounds are fairly shady, we do not routinely apply sun screen. However, on sunny days when protection is needed, SGS staff will put sunscreen on children as needed. We use hypoallergenic-fragrance free 50 SPF or above sunscreen. If you have a particular brand of sunscreen you would rather us use for your child, please send it in with their name on it.

#### **Safe Footwear:**

SGS children are very active, especially outdoors! As a preventative measure against potential accidents, children must wear full shoes, such as athletic sneakers, or sandals with a solid rubber sole and a heel strap. On water play days, children should wear water shoes. These typically have rubber soles and are made of mesh and nylon. Flip-flops or crocs are not appropriate for active SGS play, even on water play days!

#### **Walking Trips on Campus:**

When the weather is nice classrooms often take short excursions around the Peabody campus. On these short trips we do not cross 21<sup>st</sup> Ave. or Edgehill Ave but may use pedestrian bridge to access Vanderbilt's main campus.

#### **Release from School:**

Children are released from the school only to their parents or a person the parents have authorized to pick up the child. Anytime someone unknown to SGS staff comes to pick up a child, we will request a photo ID and verify that the person is on the authorized pick-up list for the child. We will not release a child to any adult suspected of being under the influence of alcohol and/or drugs. Should the appearance of intoxication present a concern, the Vanderbilt Police and/or TN Dept. of Human Services will be called to help us make an appropriate decision regarding safe release of the child.

*Where Knowledge Meets Nurture*



*Susan Gray School*

PEABODY COLLEGE OF VANDERBILT UNIVERSITY

# **SGS Classroom Program Arrival, Pick-up, and Late Fee Policy 2022-23**

## **Early Care Arrivals:**

The Early Care program operates between 7:30 a.m. and 8:30 a.m.

## **School Day Arrivals:**

The SGS school day begins at 8:30 a.m. Parents who arrive with their children before 8:30 are responsible for supervision of their child until the classrooms open for the school day. Morning snack is offered between 8:30 and 9:00. If you want your child to participate in morning snack, they need to arrive by 8:50. Morning snack is not served after 9:00.

## **Late Arrivals:**

It is important to us that all children are present to participate in the day's activities. Because late arrivals disrupt the morning routine, if your child will be attending school on a given day he/she must arrive no later than 9:00 am. Children cannot be dropped off after 9:00 am unless they have an excused late arrival due to therapy, doctor appointment, etc.

## **Excused Late Arrivals:**

If your child has a scheduled appointment that necessitates a late arrival, we will not charge the late fee if you bring verification of the appointment to the office when you bring your child to school. Please note we do not accept children between 11:30 a.m. and 2:00 p.m., to avoid disrupting nap time. It is also important to check with your child's teacher about the lunch schedule. We cannot hold lunch for excused late arrivals.

## **Fees for Late Pick Ups:**

In the event parents are unable to pick up their child **and** depart on time, the child's account will be charged a late fee of \$10 for every five minutes (or portion thereof) which is due and payable within 24 hours. It is recommended that parents arrive on site no later than 15 minutes before the conclusion of their child's care. Please understand the impact caused by parents that are late picking up their children: this negatively affects the child's sense of security and impacts the personal and professional lives of the teachers.

## **After 6:00 Pick-up:**

SGS closes at 6:00 p.m. and families who purchase Extended Care are expected to pick up their children before the school closes. Only three pick-ups past 6:00 per year are allowed. After the third pick-up past school closing, your child will no longer be permitted in the Extended Care program.

I have read and understand the SGS Arrival, Pick-up, and Late Fee Policy. I acknowledge this information can be found in the current SGS Parent Handbook for my reference.

Where Knowledge Meets Nurture



*Susan Gray School*

PEABODY COLLEGE OF VANDERBILT UNIVERSITY

SGS tuition rates are competitive with other early education programs in the area. Tuition must be paid in advance and is payable monthly or bi-monthly. If you choose to make bi-monthly payments, 50% of your tuition is due on the 1st of the month and 50% on the 15th. **Fees will be charged for late payment.** A \$25.00 fee will be added to tuition if 50% of balance is not paid by the 15<sup>th</sup> of the month. Fees for late payment will be added to tuition accounts that are not paid in full by the 15<sup>th</sup>. A \$25.00 late fee will be assessed on the 16<sup>th</sup> and an additional \$25.00 on the last day of the month. After 6 weeks of non-payment a plan will be developed between Director and Family that could include dis-enrollment and account balance sent to collection agency.

Payments are made through the Brightwheel app. SGS is a non-profit program supported by grants, contracts, donations and tuition. We are unable to extend credit or ignore unpaid balances and enrollment will be suspended if tuition is not paid after two consecutive months of nonpayment. Reminders regarding tuition payments are sent regularly through the Brightwheel Application. You will receive a letter from the SGS Director at the end of a month when tuition has not been paid. At this time, you will be required to provide a plan in writing detailing how you will ensure that the missed tuition payment as well as the following month's payment will be made. If no payment is received within 6 weeks of a missed payment, you will be notified that your child will no longer be enrolled in the SGS program at the end of the second month of non-payment.

- SGS gives a 10% sibling discount on the total monthly tuition bill.
- SGS gives Peabody Students a discounted rate for monthly tuition.
- SGS gives SGS Staff members a monthly tuition discount based on hours worked per week.
- Lunches provided by families must meet CACFP guidelines.
- SGS accepts children who are eligible for Child Care Assistance through the Department of Human Services (DHS). Certificates cover the School Day tuition. If parents have a co-pay the fee is charged as a weekly fee. Extended care can be purchased if space available.
- SGS does not prorate charges based on attendance in Early Care, After School, or Extended Care.
- Changes to Early Care, After School or Extended Care can be problematic for staffing, therefore, ongoing changes to these charges are not allowed. If you would like to make changes to your child's plan, you can do so by emailing [sgsoffice@vanderbilt.edu](mailto:sgsoffice@vanderbilt.edu). Changes will be made on a monthly basis.

#### Tuition Options:

Option	Toddler Village	Preschool Village
School Day 7:30-8:30	\$1150 per month due on the 1 <sup>st</sup> (\$575 bi-monthly due 1 <sup>st</sup> & 15 <sup>th</sup> )	\$1035 per month due on the 1 <sup>st</sup> (\$517.50 bi-monthly due 1 <sup>st</sup> & 15 <sup>th</sup> )
Early Care 7:30-8:30	\$149.5 per month	
After School 3-4:30	\$184 per month	
Extended Care 4:30-6:00	\$184 per month	

### ***Family Resources:***

#### ***ARC of Davidson County***

<http://www.arcdc.org/family-support/>

#### ***other links:***

<http://www.thearctn.org/Links.php>

### ***What We Do***

- ADVOCACY & EDUCATION
- DOCUMENT MANAGEMENT
- EMPLOYMENT
- FAMILY SUPPORT
- SUPPORT COORDINATION
- FUTURE PLANNING

### **Family Support**

Family Support is a state funded grant that provides financial assistance for families who have a family member with a disability.

The Arc of Davidson County & Greater Nashville administers the Family Support grant for Davidson County. For the fiscal year 2013-14, our allocation of the overall Family Support Program is \$701,276.

The Arc's Family Support Program serves approximately 650 individuals with disabilities in Davidson County. The participants represent all socio-economic backgrounds and types of permanent disability. Currently there are over 500 people on the waiting list for Family Support. Yet it is estimated that the people on the waiting list are only a small percentage of the true population of persons with disabilities in Davidson County.

Family Support assistance varies between \$500-\$1,000 which is determined by funding

and availability. Assistance is provided to residents in the Davidson County area that meet specific criteria. This amount is determined by The Arc of Davidson County & Greater Nashville's local council. The money may be used for anything the family needs to improve their quality of life.

Such expenses might include specialized equipment, medical supplies, respite care, or transportation. Additionally, there is some funding for emergency situations for families on the waiting list. By vote of the local council, the emergency funding is earmarked for emergencies only (which is determined by need and availability of funds).

Many of the participants in Family Support are dependent on Social Security Supplemental Income (SSI) for the bulk of their income, and often the Family Support grant means the difference between being able to buy medicine or put food on the table or having to do without.

In addition to the dollars committed by the State of Tennessee to our Family Support Program, we also administer Community Enhancement Funds provided by the Mayor's Office Metro Davidson County. In general terms, these dollars are also available to persons with a permanent disability, although there may be slight differences in the manner in which the funds are allocated.

For further information about any of the programs mentioned, please contact Lorie Golden at (615) 321-5699 ext. 211 or [lgolden@arcdc.org](mailto:lgolden@arcdc.org).

## **Tennessee Department of Human Services**

The Child Care Certificate Program provides assistance to families who need help paying for child care in order to meet the requirements of the Families First program. Child care assistance not only gives Families First parents/caretakers peace of mind while they participate in work and work-related activities but also provides quality child care for children. - See more at:

<http://www.tennessee.gov/humanservices/topic/child-care-services#sthash.7ONmitMG.dpuf>

Child Care Certificate Program:  
*Davidson County TDHS Office*  
*1000 Second Avenue, North*  
*Nashville, TN 37243*  
*Office Hours: 8:00 am to 4:30 pm*  
*Phone: (615) 532-4000*  
*Fax: (615) 532-5690*  
*Program Supervisor: Kimberly C. Moore*  
- See more at:

<http://www.tennessee.gov/humanservices/article/child-care-certificate-programoffice-locator#sthash.cCjzA2hV.dpuf>

## **3. Tennessee Respite Coalition:**

### **Voucher Program**

The Family Directed Respite Voucher program helps defray some of the cost of respite to family caregivers. It encourages families to be in control of and empowered to use respite as it meets their needs. Call our office to begin the application.  
Phone: 615-269-8687  
Website: <http://tnrespite.org/services/>

## **4.) TN Disability Programs:**

<https://www.tn.gov/humanservices/disability-services.html>

## **5. Kidcentral TN**

<http://kidcentraltn.com/article/have-a-child-with-a-disability-you-need-support-too>

## **6. Children Special Services**

<http://kidcentraltn.com/article/children-special-services>

## **7. Tennessee Disability Coalition**

<http://www.tndisability.org/familyvoices>

## **8. Tennessee Disability Pathfinder**

<https://vkc.mc.vanderbilt.edu/vkc/pathfinder/>

## **9. Family and Community Engagement**

<https://www.tn.gov/education/student-support/family-community-engagement.html>

## **10. Nashville Parent**

<http://www.nashvilleparent.com/>