



Williamson County Schools

Education and Training Career Labs

Centennial High School

Fairview High School

Franklin High School

Independence High School

Summit High School

## **PARENT HANDBOOK**

**2025-2026**

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## **A Message to Parents**

The Williamson County Schools Education and Training Careers (ETC) program and labs are located at five locations throughout the district and operated through WCS Career and Technical Education. The ETC labs serve to offer hands-on experience for students enrolled in Education and Training Career courses, provide quality childcare and parenting skills for teen parents continuing their high school education, and provide teachers and staff of WCS the opportunity for on-site, high-quality childcare, and lastly, the community. The program serves teen parents first. Due to the current job market, WCS has given childcare staff members secondary priority in order to meet staffing needs. Third in line are the children of Williamson County Schools teachers and staff. Lastly, we serve the surrounding community, should any openings exist. Each lab is fully certified by the TN State Department of Education.

The ETC Labs will offer developmentally appropriate activities for the children enrolled that target the development of social, emotional, physical and cognitive development. The curriculum includes art, crafts, music, interactive games, and appropriate learning activities. The curriculum directly aligns with the TN-ELDS (Tennessee Early Learning Developmental Standards) and with the State and WCS Pre-K standards.

The ETC program is planned and conducted by a staff trained to meet the needs of children enrolled in our program as well as the needs and standards of the students enrolled in the Early Childhood Education and Teaching as a Profession courses. The high school students are never left alone with the children, but they do serve as an integral part of your child's learning experiences.

Each child's welfare is of the utmost importance. Every effort is made to keep the lines of communication open between the parents and your child's teachers. If you have concerns or questions regarding licensing, standards, policies and procedures, please contact:

SCHOOL	CONTACT	EMAIL	PHONE NUMBER
Centennial HS	Katrina Lilly	<a href="mailto:Katrina.lilly@wcs.edu">Katrina.lilly@wcs.edu</a>	615/472-4270
Fairview HS	Amy Perkerson	<a href="mailto:amyp@wcs.edu">amyp@wcs.edu</a>	615/472-4400
Franklin HS	Angie Cathey	<a href="mailto:Angelac1@wcs.edu">Angelac1@wcs.edu</a>	615/472-4450
Independence HS	Sharon Malloy	<a href="mailto:Sharon.malloy@wcs.edu">Sharon.malloy@wcs.edu</a>	615/472-4600
Summit HS	Kim Hartnett	<a href="mailto:kimberlyh@wcs.edu">kimberlyh@wcs.edu</a>	615/472-5144
WCS CTE	Jeremy Qualls	<a href="mailto:Jeremy.qualls@wcs.edu">Jeremy.qualls@wcs.edu</a>	615/472-4095

## Enrollment

Enrollment in the program is limited and available for children ages 6 weeks to 5 years old.

- Teen Parents enrolled in Williamson County School have priority over teachers and staff employed by the district. If a program’s enrollment is at capacity at a time when a Teen Parent needs care, then the last non-teen parent enrolled for that age group will be required to give up his/her spot.
- Parents who have children currently in the program will be given priority for a sibling if space is available.
- Positions will be filled based upon availability and date of completed registration (forms and registration fees).
- A third year in a classroom is not allowed.
- Employees of the childcare center must keep accounts current at all times.
- Parents with children enrolled in the childcare center who have also applied to the Pre-K program will not be guaranteed placement in the childcare center at the start of the school year. Children who will attend the childcare center for the full calendar year will be given preference over students who need temporary placement while they await a Pre-K start date.
- Parents wishing to reserve an infant position for an unborn child are able to secure the position if space is available in the classroom and by paying a \$100 weekly rate for the child.
- All payments are non-refundable.

## Rates and Fees

Effective July 1, 2025

Hours of Operation: 7:10 am – 4:45 pm

### Infants

Application Fee: \$25 per child (non-refundable)
Weekly Tuition: \$220.00

### Toddler/Pre-School Children

Application Fee: \$25 per child (non-refundable)
Weekly Tuition: \$200.00

### Teen Parents

Application Fee: \$25 per child (non-refundable)
Weekly Tuition: \$15.00

- Childcare payments for the school year begin on the first Professional Development Day for teachers, usually one week prior to the student start day.
- Childcare employees and teenagers will not receive prorated rates for short weeks.
- If the school system is closed, the childcare facility will also be closed and accounts will not be charged. However, any day that the Superintendent closes school (ex: inclement weather day) will not be prorated.
- A late charge of \$5.00 per day will be added if payment is not received by Wednesday of each week.
- Please keep your fees current in order to ensure your child's place in the program. Parents will not be allowed to sign children into the classroom if accounts are not current. If you should encounter difficulties making payments, parents must contact Jen Cleaver at Central Office so that arrangements may be made.
- Payments will be made through the EZChild Track system. Parents may elect to make payments via bank draft or via credit card (at a 3% convenience fee).

- When removing a child from the program, the parent will be charged tuition for two weeks after the notice of withdrawal has been provided regardless of attendance.
- A child's classroom placement determines the weekly fee. Placement on August 15 will determine the classroom and fee for the entire school year. Mid-year changes in placement do not occur.
- Late Fees: \$3.00 for every minute after 4:45 pm will be charged. For example, if a child is picked up at 5:00 pm, a late fee of \$45 will be added to the child's account and must be paid before the child can return. Late fees are in addition to the normal weekly tuition.

## **Hours of Operation**

The childcare labs operate on the Williamson County Schools Teacher Calendar, with hours of operation from 7:10 am – 4:45 pm each day. Parents will be charged fees as outlined above for late pick ups. Please be mindful that centers close at 4:45 pm. Consistent late pickups after 4:45 pm may result in expulsion from the program.

- If the school system is closed, the childcare facility will also be closed.
- On "flex days, the childcare centers will be operating regular hours.

## **Inclement Weather Policies**

- During early school dismissal days, you must pick up your child within one hour of your school's dismissal time. All late fees will apply. Please be cognizant that our childcare staff often have children enrolled in other schools and programs, so prompt arrival at our centers will assist them in accessing their own children in a timely manner.
- In the event of impending bad weather, if schools do not close early, but all after school activities have been cancelled by WCS, all childcare centers will close at 4:15 pm.
- In the case of a two-hour delay, centers will open one hour late. In the case of a one-hour delay, childcare centers will open on time.

- In the event we are expecting severe weather such as tornadoes, we will closely monitor the weather along with the administration of the high school. We will follow what they believe to be best for the safety of all students and children. In the event that we have to go to our safe place, please know that the staff will do their best to take care of your children to keep them in a safe and calm environment. Please refrain from calling your child's teacher or director. We will send out an email or call as soon as we are able to do so. Also note that when we are under a weather advisory or when we have moved to a safe space, (in the event of a fire drill, tornado, lock down, shelter in place, or other event), all staff will be with children and will be unable to allow access to the center. Parents who come to pick up their child during such an event will not be allowed access to the building through the childcare center. Parents wishing to seek shelter in the event of an emergency should enter the building through the main entrance.

## **Absence and Vacation**

We will not pro-rate tuition for any absence. Once you are accepted into the program, you are responsible for your weekly rate regardless if your child is present. No child is accepted on a drop-in basis.

Employees of the childcare may bring their children to the center only on days when they are present at work unless they obtain prior approval from the childcare director.

## **Pick Up and Drop Off Procedures**

Parents or their authorized designee must sign their child(ren) in and out from the program each day. Children will only be allowed to leave with someone who is authorized on the enrollment form. Any authorized person other than a parent must show photo ID and be at least sixteen years old. This person is responsible for your child once he/she is signed out of the program. Children will never be released to any person other than those authorized on the enrollment form. Please remember this is for the safety of your child. A child will never be released to a person deemed impaired or who may place the child at immediate risk.

## **Safety**

Your child's safety is our number one concern. Our outdoor play area is fenced, and your children are watched carefully at all times. Simple first-aid will be administered for all minor injuries. Accidents will be reported to the child's parents. In the event of a more serious injury, parents will be immediately notified and, if necessary, the child will be transported directly to Williamson Medical Center's emergency room unless specified otherwise on the enrollment form.

## **Infant Feedings**

- Instructions for all infant feedings must be in writing and in your child's file. Please update your child's target sheet when needed. This allows staff guidance in following through on parent wishes for feedings, especially when children begin to eat cereals and other baby foods.
- Please make sure you feed your child new foods a minimum of two times prior to sending them to the center. It is the parent/guardian's responsibility to provide any infant food and formula.
- By state law, infant food jars must be unopened when they are brought to the center, and they cannot be reused once they are opened.
- Milk must be in an original container marked with an expiration date.
- Any expressed milk must be marked with the child's name and date expressed.
- All food and bottles must be labeled with your child's name.

## **Snacks and Lunch**

- Each school is required to serve two snacks per day. Snack menus will be posted at each site. If your child does not like the snack being offered that day, a second choice will be offered, or you may provide a snack for your child. Each school provides snacks and serves lunch based on their individual schedule.

- When you are providing lunch, please do not send anything that needs to be heated. Please keep in mind that the center only has a small refrigerator that we use for juice, milk, etc.
- We will not serve the children beverages containing caffeine or high amounts of sugar.
- Do not send food in glass containers.
- Please label all containers with your child's name.

## **Birthdays**

Children's birthdays are special and parents may provide a special treat if they desire. Make arrangements with your child's teacher several days in advance. If the birthday falls on a day when the program is closed, an alternate celebration date can be arranged. Please remember to provide enough so that each child may have a treat. Because of state regulations regarding the serving of food, the treats must be purchased commercially prepackaged and the ingredient list must be clearly visible. Please focus on healthy choices.

## **Rest Time**

The toddler/pre-k program is planned so that quiet and more strenuous activities are alternated. The state requires that a rest period of at least one (1) hour be provided. Children typically will rest after lunch. The lab will provide a cot or mat for each child in the program. It is the parent's responsibility to provide a cover (crib sheet) and any blanket or pillow that your child might need. We are aware that infant sleep schedules are constantly changing. Since all babies will not be on the same schedule, we typically do not turn the lights off in the infant room. Often right after lunch (mid-day), there will be a time when all are sleeping. If that occurs, we may dim the lights for a short period of time.

## **Grouping**

Children will be grouped according to licensing guidelines. All age groups will have developmentally appropriate activities, and older children will concentrate on pre-kindergarten skills.

## **IEP/Special Needs**

Parents must notify the Director and the child's teacher of any special needs services required. Special needs should be designated in the appropriate field in EZChild Track, and the director and teacher may request a written provider plan to accommodate student needs. A copy of the student's IEP must be provided if one is available.

## **Dress**

- Children should come to school dressed for the day. We encourage children to wear play clothes and (closed toe) tennis shoes which stay on their feet. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothing. We take precautions in protecting

clothing or letting the parents know that we have an especially messy activity planned. Please note, however, that we are not responsible for stains on your child's clothing.

- All children should have at least one seasonal appropriate change of clothes in the Lab at all times. All clothing must be labeled with your child's name.

## **Diapering**

All ETC labs require disposable diapers. Parents are responsible for ensuring their child has diapers and wipes available at all times. All pull-up diapers must have a Velcro release. Teachers will notify parents when supplies need to be replenished.

## **Visiting Your Child**

Parents are welcome to visit their children in the center. Nursing mothers must consult with your child's teacher and the childcare director to facilitate entry into the center. If you choose to take your child out of the lab, you must sign him/her out. Readmission to the Lab after a child is signed out will require readmission protocol.

## **Parent Involvement**

Families are a vital part of this program. We cannot have a successful program without you. We will do our best to communicate with you daily on your child through their daily sheets. We will send out periodic newsletters to keep you up-to-date on what we are focusing on in our curriculum and what is going on in the program. We will also be sending home the work that your child does.

Parents, please keep us informed of changes going on in your child's life. Our doors are always open and the more that we communicate with each other, the better we can care for your child. The more we know about your child, the better we will be able to meet his/her needs.

Please refer to Williamson County Board of Education policy 6.208, specifically lines 4-9 and policy 6.209, specifically lines 4-8, and regarding child custody/parental access should this matter affect your family.

## **Time for Sharing**

It is best if toys from home are left at home. Please do not send anything that is of monetary or sentimental value to school with your child. Please do not allow your child to bring personal items to school, and please do not allow your child to take any of the childcare's toys home. Children may have a personal item on their cot only during nap time.

## **Photographs and Media Posts**

The safety of your child is our top priority. We operate within the guidelines of Williamson County Schools when allowing parents to photograph our children and our facilities. You are welcome to photograph your child in his/her classroom. Please do not photograph any other students or staff (without staff permission) in our facilities. We respect the rights of all parents to protect the privacy of their children while they are in our care. Limiting photographs to only your child would assist us in this practice.

## **Behavior Management Techniques**

All behavior management techniques will be developmentally appropriate.

- Positive Verbal Reward – Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior, and it serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her behavior enables him/her to work at self-control.
- Redirection – Corporal punishment is against Williamson County School Board Policy and is not considered an accepted method of dealing with young children's behavior. Children will not be spanked or hit while attending the program. If behavior problems persist, the parent will be asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way.
- Time-Out – Removal from the group for a period of time out is used for a child who continually demonstrates unacceptable behavior. This time out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and to decide when he/she is ready to rejoin the group.

## **Expulsion Policy**

Unfortunately, there are reasons we have to expel a child from a program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are examples of reasons we may have to expel or suspend a child from the center:

### Parental Actions for Child's Expulsion:

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff
- Threatening or intimidating actions towards staff members

### Child's Actions for Expulsion:

- The child is at risk of causing serious injury to other children or him/herself
- Failure of the child to adjust after a reasonable amount of time
- Ongoing uncontrollable tantrums/angry outbursts
- Ongoing verbal or physical abuse to staff or other children
- Excessive biting

Every attempt will be made by the childcare staff to communicate ongoing issues that could result in expulsion. This communication could include:

- Childcare staff discuss concerns with parent
- Written notification of specific concern(s) delivered to parent
- Childcare Director meets directly with the parents to discuss concerns and possible solutions
- Recommendation to Tennessee Early Intervention Services

If a situation occurs requiring immediate removal, the parent will be notified and required to pick up their child immediately. A follow-up written summary of the incident will be provided to the parent within a reasonable time.

## What Parents Shall Provide for Each Child in Lab

### Upon enrollment (and second semester as needed):

- At least one change of clothes that will remain in the Lab at all times (these will need to be changed out as seasons change and your child grows)
- 1 crib sheet and blanket (for crib or cot/mat) which will be sent home frequently for cleaning

### Infants:

- Bibs
- Pacifier (if needed)
- Baby food and/or snacks
- Formula (we have a freezer for expressed milk)
- Bottles
- Blanket
- Diapers
- Wipes
- Any ointment you regularly use on your child
- Extra clothes
- Crib sheet and blanket
- Spoons for feedings

### Toddler/Preschoolers:

- Diapers/Velcro closure pull ups (until your child is potty trained)
- Special sleep item (optional)
- Lunch – should consist of foods that do not require heating
- Crib sheet and blanket
- Plastic water bottle with sealed closure

We are not responsible for any items lost in the childcare facility. We do our best to keep your child's belongings organized and separated.

**PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS WITH FIRST AND LAST NAME.**

Prior to arriving each morning:

- Children should have eaten/had breakfast before arriving each morning.
- If your child needs breakfast upon arriving in the morning, you will need to prepare it for them and plan to supervise them while they eat. We are unable to supervise feedings at arrival times.

## Williamson County Schools Illness Guidelines

Our policy is to keep all of our students healthy and in school. One way that we can all work together is to prevent the spread of illness. If your child is not feeling his/her best, please use the following guidelines to determine whether or not he/she should be in school.

If you think that your child may have a fever, please check his/her temperature before sending him/her to school. Your child should not be sent to school until he/she has been fever free for at least 24 hours without taking a fever reducing medication.

If your child becomes ill while in the center, the 1<sup>st</sup> designated parent/guardian will be contacted to notify you of the illness and if the child will need to be picked up from the center. You will need to either come and sign out your child or make arrangements for another authorized person to pick up your child in a reasonable amount of time. If you work on-site, you will need to sign your child out within 30 minutes. If you work off-site, you will have up to an hour to sign out your child from the center. We do realize it can be difficult to be notified of a sick child when you're at work, but the CTE labs do not have the staffing or space available to provide sick care for a long length of time.

Children with the following symptoms or illness should be kept home (excluded) from school and/or school-sponsored activities. Returning too soon may slow recovery and make others sick. We ask that you or an emergency contact pick up your child within the hour that you are contacted.

<b>Symptom/Illness</b>	<b>Child should NOT attend/will be sent home from the center if:</b>	<b>Child may attend when:</b>
Fever	Fever (>100°F) only	After minimum of 24 hours since temperature 100 degrees F or less without the use of a fever-reducing medication (Advil or Tylenol)
Cough	Frequent, uncontrollable cough related to illness	When cough is less frequent and improving OR when cough is not related to illness

Sore Throat	Symptoms of strep throat	Resolving symptoms OR written release from medical provider
Diarrhea or Vomiting	Related to illness: Diarrhea (2 or more episodes) OR vomiting	After minimum of 24 hours since last episode of illness related diarrhea/vomiting
Pest Infestations Pediculosis (Head Lice)	Live lice are present	With proof of treatment OR with school nurse confirming head free of live lice
Rash or Skin Infection	Signs of illness-based rash or skin infection that is undiagnosed by a medical provider	Resolving symptoms OR written release from medical provider
Conjunctivitis (Pink Eye)	Eye (typically one) appears to be infected. Eyelashes are matted. Thick drainage is present.	Resolving symptoms OR written release from a medical provider

**24-Hour Rule:**

Fever: Keep your child home until fever-free for 24 hours without the use of medicine.

Vomiting/Diarrhea: Keep your child home for 24 hours after the last time of occurrence.

Antibiotics: Keep your child home until 24 hours after the first dose of antibiotics.

Childcare workers shall never administer medicine or medication to children. The exception being when a student has been prescribed a long term/life saving medicine, and the teacher must be trained on the particular medication and usage.

**Immunization Requirement Summary for Child Care**

Tennessee Department of Health Rule 1200-14-1-29

Children enrolling in child care facilities, pre-school, pre-kindergarten; Infants entering child care must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due no later than 18 months of age.

- Haemophilus influenzae type B (Hib): if younger than 5 years only
- Pneumococcal conjugate vaccine (PCV): if younger than 5 years only
- Diphtheria -Tetanus-Pertussis (DTaP, or DT if appropriate)

- Poliomyelitis (IPV or OPV)
- Hepatitis B (HBV) – Hepatitis A: 1 dose, required by 18 months of age or older
- Measles, Mumps, Rubella (1 dose of each, normally given together as MMR)
- Varicella (1 dose or credible history of disease)

Immunization requirements must be followed for the child to attend all pre-school or childcare programs. Any child that does not meet the state requirements will not be admitted to the program. The certificate must be completed by a licensed physician or Williamson Co. Health Department. Current immunization records must always be on file in the childcare center to maintain student enrollment.

**The only exceptions are:**

1. Medical Exemption – You must provide documentation from a physician stating the child is exempt from immunizations. Physician’s letterhead and signature are required and should be attached to the TN Pre-school Immunization Certificate with documentation of physical.
2. Temporary Immunization Certificate – Must be completed by physician stating student is in the process of completing immunization requirements and date the next immunization is due. This certificate expires one week from stated date and student will be suspended.

## **Children with Allergies**

When children with allergies and/or specific medical needs are enrolled in the Education and Training Career Labs, all reasonable and appropriate efforts will be made to provide those students with the best experience possible. If the student has food allergies, in accordance with **WCS Board Policy 6.412**, each Lab will work with parents to reduce exposure to allergens and discuss procedures to treat allergic reactions if applicable.

The Site Director will:

- Work with staff to ensure the site will minimize and monitor foods that could possibly cause a severe allergic reaction
- Communicate with parents on any allergy alerts
- Communicate with parents about restricting certain foods that the Lab needs to avoid due to possible allergic reactions
- Post an Allergy Alert sign within the facility

The Parent/Guardian will:

- Notify the Site Director and/or their student's teacher about food allergies and an emergency plan where appropriate
- Work with the Site Director to develop an Emergency Care Plan for those students identified with life-threatening food allergies
- Complete a health history information form to be filed with the Site Director

## **Ensuring Education for Every Child**

Williamson County Schools, in compliance with federal and state law, performs a countywide Child Find. Child Find is a component of the Individuals with Disability Education Act (IDEA) that requires school districts to identify, locate and evaluate all children with disabilities ages 3 to 21 who need early intervention services or special education services. It is a continuous process of public awareness activities, screenings, and evaluations to locate, identify, and refer children as early as possible. For preschool or school-aged children, a child can be referred for screening/evaluation by school personnel, the family, and/or individuals in the community (physicians, childcare providers, etc.) This should be done any time it is suspected that a child has a disability.

### **Who can I call if I am concerned?**

If your child is an infant or toddler under the age of 2.5 years, then contact Tennessee Early Intervention System (TEIS) at (615) 904-3636.

If your child is between the ages of three and five and you are a resident in the Williamson County Schools zone or your child(ren) is enrolled in the early childhood childcare program at a WCS high school, call Student Support Services at (615) 472-4130 or visit our website at, <https://www.wcs.edu/elementary/early-learning-programs> for more information.

## Teen Parents

The following is a checklist of procedures for Teen Parents to follow to arrange care for their children:

- A registration fee of \$25.00 per child per year will be required at the time of registration with the application. This application fee is applied toward start up supplies for the daycare. Teen Parents must also pay a weekly \$15 fee.
- Prior to being accepted into the program, Teen Parents must meet with the Childcare Director/Teacher to discuss procedures and expectations.
- Teen Parents who are not CHS, FVHS, FHS, IHS, or SHS students must submit an Out of Zone Request. These forms are available at all high school counseling centers. The Out of Zone approval must accompany the Child Care Application. Your homebound teacher can assist you with this process.
- School bus transportation is not available for Teen Parents and their under-school aged children. School busses are not equipped with required infant/child seats and related accessories.

### Daily Procedures:

- Arrival: once on campus, Teen Parents will go directly to the Childcare entrance and enter the center as all parents do. For the welfare of your child, do not take the child anywhere in the building other than the childcare lab.
- After School: right after the dismissal bell, go directly to the center to pick up your child.
- Exception to dismissal time: tutoring, making up tests, credit recovery, etc. with note from the teacher or administrator. Late pick up must be communicated to the site leader or Director at drop off.