

TENNESSEE STATE BOARD OF EDUCATION

EARLY CHILDHOOD EDUCATION PLAN

3.101

~~Guidelines for Local Programs[†]~~

~~In the planning, design, and delivery of state-funded local early childhood education and parent involvement programs, community agencies and local school systems must address the following requirements:~~

~~Staff Organization and Development:~~

~~Staff positions required:~~

- ~~_____ Director or supervisor~~
- ~~_____ Lead teacher for each group (maximum of twenty children)
Educational assistants based on need to maintain adult/child ratios of 1:10 (1:8 if more than half are three years old)~~
- ~~_____ Parent involvement and family services counselors (ratio of 1:60 children)
Personnel to provide or give access to transportation services, health and nutrition services, and special services for children with disabilities~~

~~Depending on program size, the responsibilities of some supervisory positions may be accomplished by existing administrative personnel of local school systems and other agencies.~~

~~Job requirements:~~

~~The director or supervisor will have at least a bachelor's degree with substantial preparation and experience in child development and early childhood education.
The lead teacher will have appropriate credentials according to the state licensure standards for early childhood education teachers, including special educators who have prior experience in pre-kindergarten or kindergarten and who participate in training approved by the Department of Education.~~

~~The early childhood education teacher licensure/endorsement was established in 1990. To provide adequate time for a sufficient number of personnel to obtain this credential, this employment standard is not be applicable until the 1996-97 school year. Prior to 1996-97 lead teachers will hold at least a bachelor's degree and will be actively working toward the early childhood education endorsement.~~

[†] Tenn. Code Ann. § 49-1-302(1)(1); SBE Rule 0520-1-3-.05(5).

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~~The educational assistant will have a high school diploma or have successfully completed the GED (General Education Development Test), and will complete specific job training within a defined period.~~

~~Hiring preference will be given to individuals with the Child Development Associate credential or an associate degree in early childhood education. The parent involvement and family services counselor will have at least a bachelor's degree, with preparation and experience related to early childhood education and working with adults. The individuals coordinating health/mental health services, nutrition services and services for children with disabilities will have appropriate training and experience.~~

~~The program staff will complete performance evaluations based on existing state standards. Training will be available to all staff.~~

Facilities and Transportation:

~~The facilities used to provide group experiences for young children must meet the state fire safety, and health standards specified for child care programs. Any other fire, safety and health standards required by the federal Head Start program must also be met.~~

~~The federal Head Start program and state vehicle safety standards will be met when providing transportation for children enrolled in the program.~~

~~The program will provide transportation services to support field trips for the children and parent involvement activities.~~

Developmental Learning Program:

~~The developmental learning program will address all areas of a child's development: cognitive, physical, emotional, social, and communication. The program will provide learning experience; in each developmental area and be delivered in an integrated fashion which provides daily active learning through exploration and play.~~

~~Materials and equipment used will be appropriate in size and complexity to the age of the children. All materials and equipment will provide for concrete, real and relevant experience and allow for a wide range of developmental interests, abilities and cultural diversity among the particular children in a group. Appropriate experiences with~~

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~~technology and various aspects of community and family life will be part of the developmental learning program.~~

~~The daily routine will provide for a minimum of 5 1/2 continuous hours (excluding nap periods) of appropriate experiences.~~

~~The room arrangement, equipment, and materials used for the developmental learning program will provide for learning centers which facilitate both small group and individual child use.~~

~~The organization and delivery of the daily activities and the developmental learning program will be based upon teacher anecdotal observations and recordings of each child's special interests and developmental progress.~~

~~The developmental learning program will emphasize learning through an interactive process. The learning environment will be prepared so children can learn through active exploration and interaction with adults, other children, and appropriate materials.~~

~~The developmental learning program will provide for a wider range of developmental interest and abilities than the chronological age range of the children in the group.~~

~~Standardized or formalized testing of young children may only be used to diagnose disabilities for the development of remedial services to support the mainstreaming of children with disabilities into the regular educational environment, or to meet the federal program eligibility requirements of compensatory programs. The main focus of any diagnostic assessment will be to reduce the degree of life long disabilities. The State Department of Education will provide a list of appropriate tests and assessment and screening instruments.~~

~~Parent Involvement and Family Services:~~

~~The program will incorporate procedures to identify needs and connect families to available services, including education, health/mental health, nutrition, social services, and job counseling.~~

~~The program will provide parents with the opportunity for education and training for meaningful participation in program operations and decisionmaking.~~

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~~The parent involvement and family services counselors will work with assigned families at the program site and in the family homes. Strategies will be implemented which enable family members to become active and effective partners in providing meaningful educational experiences for the children.~~

~~The program will provide a wide range of parent and family involvement options to promote the strengthening and the best interests of families. In addition to parent involvement in program delivery, parent involvement activities should include guidance, information, and training in parenting skills, personal development, and child development concepts which foster learning in the home.~~

~~The family services counselors will serve as the services coordinators and the point of contact with the family. The service coordination of all family needs will be a key element in interagency agreements.~~

~~Service coordination and interagency agreements for early childhood education and parent involvement programs will ensure cooperation and collaboration in meeting the needs of individual children and families.~~

~~Health/Mental Health/Nutrition Services:~~

~~The program will provide access to available community health and nutrition services including medical, dental, mental health, and daily food supplements.~~

~~The daily program for the children in a group setting will provide for the serving of breakfast, lunch, and snacks that meet the federal recommended daily requirements for the nutritional needs of young children.~~

~~The program will provide information and education to all adult family members regarding the health/mental health and nutrition needs of children and the services available in the community to assist children and families.~~

~~Services for Children With Disabilities:~~

~~The program will coordinate services with the state's plan of educational services for all children (ages 0-5 years) with disabilities.~~

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~~The program will provide space for up to 10% of its enrollment for children with disabilities eligible for services under Public Law 99-457. Any additional staff needed or other services required will be supported through other local, state, and federal funds.~~

~~The state will seek to take advantage of any federal and private funding to be used in combination with state funds to assist local school systems in providing services to children with disabilities and their families.~~

~~Governance and Administration:~~

~~The program will be approved and administered through one local agency for each community, county, or consortium of counties. The local school system or Head Start program may be the agency designated. All local programs will coordinate with existing early childhood education programs in the community to utilize administrative structures, community resources and available facilities, and to encourage diversity of children in each group setting.~~

~~The administrative agency for the program will have a full-time director or supervisor for the program who is directly responsible to the agency. The program director or supervisor and the administrative agency are ultimately accountable for the use of program funds and the provision of required services.~~

~~A policy council will develop policies, plans and annual operating budgets for submission to the local administrative agency. The policy council will annually evaluate program performance and provide necessary reports to the administrative agency and the local school board. The program director or supervisor will serve as the executive secretary for the policy council and provide the necessary staff support. An orientation session and continuing professional development opportunities will be provided by the administrative agency to the members of the policy council. The policy council will be composed of least 50% parents or guardians of children who are enrolled or have been enrolled in the program during the past three years.~~

~~The local program will organize and support a program advisory council with broad representation and an advisory group for each of the program component and site. The advisory groups will include parents as well as community representatives and professionals related to the component services. As requested, the advisory council and~~

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~~advisory groups will present recommendations on program policies and operational plans to the policy council and program director or supervisor. Orientation sessions regarding the overall plan of the program will be provided to the advisory council and each advisory group.~~