



Pre-Kindergarten Parent Sign Off Sheet (VPK – F001)

Please initial beside each item you have received and read.

_____ Tennessee Department of Education Summary of Child Care Approval Requirements.

_____ I have been given the opportunity to read the Rules of The State Board of Education Office of the Commissioner, Standards for Child Care Centers and School-Age Programs.

_____ Tennessee Pre-Kindergarten Scope of Service (VPK ONLY)

_____ List of Approved Pre-Kindergarten Curricula

_____ Pre-Kindergarten Enrollment, Scheduling and Attendance Guidelines Summary

_____ Child Abuse Awareness

_____ Personal Safety, Talking About Touching

_____ Pre-K Disenrollment.

_____ I understand pictures are often taken to keep in a photo album in the classroom, to use in the yearbook, or to use for various project to be sent home throughout the year. I give permission for my child to be photographed; I understand if I don't want my child's picture taken, I will send a written statement notifying my child's teachers that my child is not to be photographed.

_____ Health Services Information for Parents

_____ Acknowledgement of CMCSS Student's Handbook and Code of Conduct

_____ I have had the opportunity to view the movie list and ratings. I understand that television reviewing will be very limited and my movies shown will be "G" rated.

_____ Transportation of Students

_____ Pre-K Transportation Agreement

_____ Student Health Assessment

_____ CMCSS Pre-Kindergarten Policy Handbook

Child's Name _____

Parent's Signature _____

Date _____

Child Abuse Awareness

Tennessee Gov. Bill Haslam today proclaimed April "Child Abuse Prevention Month," joining other states and organizations around the country in promoting child abuse awareness and prevention strategies.



“Acts of violence and neglect against children are intolerable,” said Children’s Services Commissioner Kathryn O’Day. “It is the collective responsibility of all Tennesseans to keep our children safe, and it can be as simple as lending an ear to a stressed mother or learning to spot the early warning signs of abuse and neglect. Everyone’s participation is critical to prevent child maltreatment and promote optimal child development.”

Child abuse occurs when a child is injured or put at risk of harm as a result of neglect or mistreatment. Abuse includes physical abuse, neglect, sexual abuse or psychological harm. Last year, the Tennessee Department of Children’s Services investigated more than 60,000 reports of child abuse and neglect. Tennessee law requires anyone with direct knowledge or suspicions of child abuse or neglect to report it to the Department of Children’s Services or law enforcement.

Identifying the signs of abuse is the first step in helping an abused or neglected child. Common symptoms include malnutrition, poor hygiene, extremes in behavior, age-inappropriate knowledge of sex and unexplained bruises, burns or welts.

To report abuse and neglect 24 hours a day call Tennessee’s child abuse hotline at 1-877-237-0004. When calling, be prepared with information including the names of the child and the abuser, as well as their relationship and location. For more information on how to prevent child abuse and neglect, visit www.childwelfare.gov/preventing. For more information on the Tennessee Department of Children’s Services, visit www.tn.gov/youth.

Clarksville-Montgomery County School System (CMCSS) recognizes that state law specifies that every citizen have a duty to report suspected brutality, abuse, neglect, or child sexual abuse. In accordance with Tennessee Code T.C.A. § 37-1-403(b), the district has developed its own policy and procedures for reporting suspected cases of abuse or neglect.

The district requires any employee who suspects abuse that is not severe physical or sexual abuse to report that suspicion directly to the Department of Children’s Services (DCS) AND to the district’s Chief Human Resources Officer or designee. Any employee who suspects severe physical or sexual abuse is required to report such suspicions directly to the district’s Chief Human Resources Officer or designee who will notify the appropriate law enforcement agency.

In all cases where the suspected abuser is a CMCSS employee, volunteer, or contracted services provider, district employees will report their suspicions directly to the Chief Human Resources Officer or designee who will notify the appropriate law enforcement agency.

Persons making a report of child sexual abuse or reporting harm or physical abuse of a child are presumed to be acting in good faith and are immune from any liability, civil or criminal, that may be brought in a state court action. Such person’s identity will remain confidential as set forth in the school system’s applicable policies and procedures unless otherwise required by law or court order. Their name will not be released to any person other than DCS and school administrators on a need to know basis as required by state law and that may be needed to “protect the health and safety of the student or other individuals.”

Personal Safety – Talking About Touching

Your child’s class will soon begin using Talking About Touching: A Personal Safety Curriculum. This program teaches children skills that will help them keep safe from dangerous or abusive situation. Children will also learn how to ask for help when they need it.

Over the next few weeks, you should receive a series of letters/ handouts that provide you information about how you can help your child learn and practice safety rules taught in the classroom lessons. Children learn more about safety and are more likely to follow safety rules



when they have multiple opportunities to practice and talk about safety with their family. I'd like to encourage you to help your child learn and practice safety rules.

Following Safety Rules at Home:

Car Safety – Children weighing less than 80 lbs. must be properly buckled in booster seats. All children under the age of 12 should sit properly restrained in the back seat. In this lesson children learn they must wear a seat belt to be safe.

Traffic Safety - Children learn to look in all directions before crossing the street.

Fire Safety – Children will learn the dangers of playing with matches and how to just say “no”.

Gun safety – Children will learn to never to touch a gun. If you have a gun in your home PLEASE always remember to keep them locked up and away from children.

What Do We Do If We Are Lost?

We will be working on saying our first and last name and phone number later in the year. It is a good idea to have a plan for you and your child if they were to get lost. You may want to role play some situations with your child. For example: They get lost in a story, help them to determine what they should do. (Ask a salesperson for help)

What Do We Do If Someone Wants Them to Go Somewhere With Them or If Someone Wants to Give Them Something?

The children will learn the “Always Ask Your Parent First Rule”

Review this with your child, asking questions like: What would you do if a neighbor wanted you to go to the store with them? What would you do if someone at the store wants to give you a piece of candy?

Touching Safety

The children will learn about 3 different kinds of touching:

Safe touches – Keep you safe and are good for your body. They make you feel loved and important, or are good for your health like the doctor's touch.

Unsafe touches – These are not good for your body. They hurt your body or your feelings (hitting, pushing, touching private parts)

Unwanted touches – These may be safe, but you do not want it at that time. The children will learn it is “ok” or to say “NO”.

During this lesson your child will learn the Touching Rule: A bigger person should not touch your private body parts except to keep you clean and healthy. They will learn that “private parts are those parts covered by your swimsuit”.

Note: Teacher will NOT teach the anatomical name for body parts, but the program does encourage parents to discuss this with their child in the event they need to share information with them, they would be able to communicate accurately any problem they may have.

Safety Steps If Someone Breaks the Touching Rule

Your child will practice:

Saying words that mean, “NO”, “Get Away”, or “Tell An Adult”

Children need to be able to tell trusted adults problems. You may want to role-play with your child and review a list of people that they can trust. Children will also learn that it is not their fault if a bigger person breaks the touching rule. NEVER keep a secret about touching.

The above outline describes the topics we will cover in the “Talking About Touching Curriculum. It is always a good idea to talk with your child about personal safety. Below are 9 steps that you can use to protect your child from abusive people/strangers.

1. Participate in your child's activities and get to know their friends
2. Teach the difference between Good, Bad, and Confusing Touches
3. Be aware of changes in behaviors or attitudes
4. Listen when your child expresses they do not want to be with someone
5. Make sure all Emergency information is up-to-date at school. Especially pay close attention to people you have listed as approved to pick up your child in case of an emergency.



6. Teach what to do if you and your child become separated while away from home
7. Pay close attention when someone shows greater than normal interest in your child and find out why
8. Always have recent photos available
9. Teach your child 911, when and why it is appropriate and important

The Talking About Touching: A Personal Safety Curriculum will be on display at the orientation. Please take time to review this curriculum. If you have any questions, please give me a call at (931) 648-5653.

Clarksville-Montgomery County Criteria for Pre-K Disenrollment

It is our wish that no student be disenrolled from CMCSS Pre-Kindergarten program. However, disenrollment will be considered for excessive absences or tardiness and/or extreme unacceptable behavior. Parents will be notified in writing for excess absences, tardiness, and/or behavior issues prior to considering disenrollment.

Sincerely,

Melinda Smith
Melinda.smith@cmcoss.net
CMCSS Pre-K Coordinator



CMCSS TRANSPORTATION PLAN Pre-Kindergarten

1. During the screening process of applications, teachers must verify addresses and school zones.
2. Names and addresses of students (accepted in the program) are submitted to CMCSS Transportation Department routing specialist.
3. Routes are established and running times are estimated and given to teachers prior to Pre-K Orientation.
4. During Pre-K Orientation, teachers explain the Transportation Agreement and guidelines. It is also stressed at this time; students are not allowed to ride the bus unless the agreement is completed with a signature. They are also given the bus schedule provided through the Transportation Department.
5. A CMCSS aide rides the bus each day. She is given a copy of the Transportation Agreements and Transportation Log. She is to complete a Transportation Log, checking students on and off the bus at every stop. An adult listed on the Transportation Agreement must bring and pick up their child at the bus stop every morning and afternoon. *
6. The aide checks the bus at the end of each run and documents* she has done a walk through.

*Identification may be requested.



Pre-K Transportation Agreement

To insure your child's safety, please fill out and sign this form indicating your plans for your child's transportation to and from school. Any changes to this plan must be submitted in writing.

Name of child: _____

Parent or guardian: _____

Please check the option that will be your child's primary transportation.

- ☐ My child will ride the bus to and from school, unless otherwise indicated in writing.

One of the following responsible people will be present daily when my child is getting on/ off the bus.

Name: _____ relationship to

child: _____ Phone: _____

Name: _____ relationship to

child: _____ Phone: _____

Name: _____ relationship to

child: _____ Phone: _____

Name: _____ relationship to

child: _____ Phone: _____

*These people should also be listed on your child's emergency card.

A responsible person must be present to meet your child getting off the bus. This needs to be someone listed on your transportation agreement. If no responsible person is waiting for a child, he/she will be returned to school. School officials will call emergency numbers to locate a responsible person to pick up the student. If no one is reached or this problem continues, the school will call emergency personnel.

- ☐ I will provide transportation to and from school for my child, unless otherwise indicated in writing.

One of the following responsible people will be at the car rider pick up location daily, to sign my child in/out.

Name: _____ relationship to child: _____ Phone: _____

Name: _____ relationship to child: _____ Phone: _____

Name: _____ relationship to child: _____ Phone: _____

Name: _____ relationship to child: _____ Phone: _____

*These people should also be listed on your child's emergency card.

Date _____

I, _____, will comply with the guidelines stated on the Pre-K Transportation Agreement.

Child's Name _____

Parent's Signature _____