

Child Development Center

PARENT HANDBOOK

REV. JUNE 2025

CHATTSTATE

Child Development Center

PARENT HANDBOOK

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For more info visit
chattanoogastate.edu/child-development-center

CHATTANOOGA STATE
COMMUNITY COLLEGE

Dear Parent/Guardian,

Welcome to the Chattanooga State Community College Child Development Center. Founded in 1977, the Child Development Center (CDC) is a place where children are accepted and loved, a place where laughter and play are cherished, and a place where attention is given generously. Keeping this in mind, because we are a service that the College heavily subsidizes, cost/benefit must be at the foundation of any decision-making and policy design.

The CDC is approved by the State of Tennessee, Department of Human Services Licensing Division. We have received the highest rating of 3-stars on the Star-Quality Child Care Program Report Card.

The staff and I appreciate your participation in the CDC and encourage your questions. After reviewing the handbook, if you need additional clarification of any statement of policy regarding the CDC and/or its operation, please contact me. I look forward to serving your family and trust that your experiences will be pleasant and rewarding.

Sincerely,

Sabra Marshall

Sabra Marshall,
Director

423.697.4412

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Statement of Purpose

The Child Development Center exists for three purposes: the children and their families, Chattanooga State students and employees and as a model laboratory experience for Early Childhood, Psychology, and Nursing students.

First, the CDC learning program strives to promote the development of each child to his/her maximum potential. Its curriculum is designed to offer developmentally appropriate activities.

Second, the CDC serves as a benefit to the College student and employee in terms of enhancing growth in student enrollment and employee productivity. Providing on-site care gives the parent an opportunity to visit their child during the day. These visits are encouraged for the parent's peace of mind.

Third, we serve as a developmentally appropriate lab that enhances the faculty's teaching endeavors in the Social and Behavioral Science disciplines. Students observe, plan, and assist in learning activities obtaining practical experiences that help them learn about child growth and development. The child's welfare is of utmost concern. Every effort is made to minimize disruptions to the children and their families.

Philosophy

The philosophy of the Chattanooga State Child Development Center is based on meeting the developmental needs of children. Caregivers emphasize the total development of the child, allowing them to progress at their own pace in a developmental sequence. We believe that all children are unique individuals, and our goal is to provide the best environment in which self-esteem, confidence, and pre-academic skills may flourish. The environment is arranged to stimulate positive communication and emotional, social, and physical development. Environmental design is based on the following beliefs:

1. Play is a child's way of learning and working.
2. Children are naturally curious and eager to learn, and they learn best when they are able to follow their own interests in learning.
3. Children grow and develop at different rates. That rate at which develop mental milestones are met may be distinct from that of any other child.
4. Children learn from each other; they learn achievement, responsibility, decision-making, and respect for themselves and others.
5. An early childhood teacher's role is to help children value cultural, racial, and socioeconomic diversity as well as gender differences and special needs in family backgrounds.
6. The development of self-reliance, competence and initiative is encouraged in a supportive atmosphere of trust and structured freedom.

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General Information

1. The CDC is open to parents at all times. We encourage you to bring your lunch and eat with your child, participate in an activity or ask your child's teacher about reading stories to a group of children in his/her room.

2. There is a camera and an observation window for each room in order for you to observe your child at any time.

3. Teachers and the CDC director will be available for conferences during the day by appointment. We encourage parents to call and discuss any concerns.

4. In the operation of the CDC, no child will be discriminated against on the basis of race, color, sex, age, handicap, religion or national origin.

5. Weapons and firearms are strictly prohibited at the CDC. If a parent, child, or staff member violates the policy, they will not be allowed to return to the CDC.

6. In the event of an emergency, you will be notified via Chattanooga State's Tiger Alert System and/or the CDC's "Remind" text system. You should have received information about both systems in your enrollment paperwork. Please inquire at the front desk with any questions. Also, please note that in the event of a lockdown, CDC phones and doors will not be answered.

7. The Child Study Team consists of early childhood professionals, teachers, and the director. The Team will be accessed when a child's behavior remains problematic after teacher intervention has been unsuccessful. Team members observe and recommend behavioral strategies for the teachers and parents to implement. The Child Study Team may propose solutions to prevent termination of child care services. Team information is confidential.

8. **CLOTHING & PERSONAL ARTICLES:** This is a child care center and clothes will get dirty. Parents should dress their children in comfortable, washable play clothes. One complete change of clothes, including socks, should be left in the center for each child. Parents should replace clothes as the child grows and as the seasons change. All clothing should be marked with the child's name. Keeping up with children's clothing is difficult. The CDC encourages each child's sense of responsibility for care of his or her own items. The staff will help to look for things, but are not responsible for lost garments.

9. **ITEMS TO BRING TO SCHOOL:** (sheets and blankets are provided)

   INFANTS: Formula, dated and labeled; baby bottles; detailed schedule for feeding; pacifiers, disposable diapers, baby wipes, ointment if needed, two changes of clothes, labeled security items, family photo.

   TODDLERS: Labeled security item if desired. Parents must furnish pacifiers, disposable diapers, baby wipes as well as two changes of clothes, and a family photo. Parents are responsible for checking their child's supply of diapers and wipes daily in order to maintain an adequate amount at all times.

   PRESCHOOLERS: Labeled change of clothes, labeled jacket, security item, and a family photo.

10. Photographs may be taken that will be used for training or advertising purposes. Notification is needed from parents who prohibit their child from participating in photo opportunities.

11. Idling vehicles Policy- While dropping off or picking up children, vehicles in the drop off area must turn off their vehicle except in extreme heat or cold to maintain interior temperatures.

12. The doors to access the Child Development Center remain locked at all times. To access the Child Development Center, you must ring the doorbell to gain admittance, a staff member will check identification before anyone can access the center.

13. All information about a child and their family is strictly confidential and will only be shared with that child's parents or legal guardians. Staff members do not discuss children or families with anyone outside of those directly involved in the child's care. All sensitive information is handled with great care, and children's records are securely stored on-site to ensure the privacy and trust of every family in our program.

Enrollment Policies and Procedures

An enrollment deposit of $50 is required to hold a slot for more than 10 days. When the child begins to attend, the deposit becomes part of the first tuition payment.

The following forms are required for the child to attend the CDC:

CONTACT SHEET: This tells us who can and cannot pick up your child.

USDA FORM: We receive funds from USDA. Therefore, we need forms to show eligible families.

CHILD INFORMATION: This is the most important form, as it tells the teacher everything about your child. Feel free to write more than requested.

TENNESSEE DEPARTMENT OF HEALTH IMMUNIZATION RECORD: This is a specific form provided by the doctor's office listing all of your child's immunizations. Children enrolling in the CDC must have a completed immunization record.

For the safety of each child, all personal information records must be kept up-to-date. It is the responsibility of the parent to notify the director in writing of any changes in address, telephone numbers, hours of work, care and/or custody, employment or assignment (of either parent), and any other pertinent information regarding the family. Parents are assured complete confidentiality of all information. Children's files are immediately available upon request to administrators, teaching staff and regulatory authorities only. The child's parents or legal guardians also may request access to the file.

HEALTH HISTORY: This is a licensing requirement. If there is ever a need to seek medical care for your child and you cannot be reached, this will provide medical personnel with general information.

Tuition and Fees

A schedule of fees will be provided with the application to the CDC. There are no reimbursements for scheduled school holidays and administrative closings. Holidays and administrative closings are calculated into our low fees. There are no reimbursements for vacation or sick days.

Parents are required to pay monthly fees in advance. Fees are due on the first day of the month and must be paid no later than the seventh. Late fees begin on the eighth in the amount of $25 per month. Parents whose fees are consistently late may have services terminated. Parents who fail to pay fees by the 25th of the month will receive a termination notice and the child will be removed from the Child Development Center. Payments returned for insufficient funds will be charged an additional $30 by the Bursar's Office.

Fees must be paid regardless of the number of hours children actually attend. There are no part-time spaces available.

There will be a late fee of $1 per minute for any child staying after 5:30.

If you are late picking up your child more than three times in one month, your late fees will be doubled for the entire month. If you have more than one child, you will be charged for each child individually.

EXCESSIVE LATE PICK-UP POLICY

If you are late more than 5 times within the year, we cannot provide you the care you need, therefore you will be dismissed from our center. Fees must be paid by the following month in order to return.

METHOD OF PAYMENT

Tuition may be paid in cash to the Bursar's Office or **on-line HERE.**

HOURS AND AGES

HOURS: Monday through Friday 7:30 a.m. to 5:30 p.m.

AGES: Six weeks through Pre-kindergarten

HOLIDAY AND CLOSING SCHEDULE

The CDC abides by the official college holiday and closing procedures as announced by the president of the college. Parents are notified of closings in advance. In the event of inclement weather or emergencies, the hours of operation will be identical to those announced by the media for Chattanooga State. Please pick up your child immediately upon an announced closing. Children must be picked up within 30 minutes after the time designated for the college closure. If not, a $1 per minute late fee may be imposed by the director.

Attendance

ARRIVAL

No child can be accepted earlier than 7:30 a.m.

Children should be escorted into the CDC and delivered to their assigned teacher or staff member in charge of the group. The adult delivering the child should use Procare to clock the child in for the day.

The CDC does not accept legal responsibility for any child not personally placed in a staff member's care.

DEPARTURE

The closing time for each day is 5:30 p.m. All children must be picked up no later than 5:30 p.m. Please be considerate of the CDC staff and arrange pick-up by 5:30 p.m. The adult signing out the child should use Procare to clock the child out at the end of the day.

RELEASE OF CHILDREN

Unless prior arrangements have been made, children will not be allowed to leave the CDC with anyone whose name is not listed in their file. Please do not phone us to substitute another driver. For your child's protection, anyone with whom the staff is unfamiliar will be asked to show his/her drivers license.

Custodial parents control all access to children enrolled in the CDC. Legal custody paperwork must be kept on file in the child's confidential permanent record.

It is the responsibility of CDC staff to see that each child is safely supervised. No child will be released to a parent or authorized driver that appears to be under the influence of alcohol or drugs. If the staff member in charge feels that the adult is not in a condition to drive, another adult listed on the emergency card will be contacted to transport the child. If the intoxicated adult becomes aggressive or threatening, campus police will be called.

Health and Safety

It is the parent's responsibility to keep staff updated concerning allergies. The staff will make every effort to insure that no child is unnecessarily exposed to any substance (food or medication) to which the child is known to be allergic. If your child needs special food or formula, you will need to provide these items.

It is our practice to take the children outside each day that it is not raining or extremely cold. Group care of children increases the chance of becoming ill. Children generally benefit from being outside and breathing fresh, not-so-dry and germy air. We do not have adequate staff to keep a child inside when the others in his/her group are going out. Children should be suitably dressed for outside play.

Only those children who are free of communicable diseases and feel well enough to participate in the entire daily program may attend the CDC. If a child is too sick to go outside, s/he is too sick to be at school. Any child who has a sore throat, diarrhea, pink eye, cold, fever or contagious disease must be free of symptoms without the help of medication for 24 hours before they can return to the CDC. A written doctor's statement is required for a child whose symptoms remain. Please notify the CDC immediately if your child has a diagnosed contagious illness so that we can notify other parents.

Please contact the CDC by 9:30 a.m. if your child will not attend so that we do not waste a lunch. We order lunches by 9:30 a.m.

ACCIDENTS

The CDC staff are careful to protect the health and safety of all children. Minor scrapes, bumps and bruises occur in group play. In the event of a more serious accident, injury, or illness, the CDC staff will contact the guardian. If the director or designee feels that an injury needs immediate medical attention, the parent will be notified of what measures have been taken and where to meet their child and the CDC staff member for further treatment.

GUIDELINES FOR EXCLUSION FROM DAY CARE

If your child becomes ill while attending the CDC, s/he will be removed from the other children. Parents will be notified to pick up the child. Telephone numbers must be kept current to avoid unnecessary delay.

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until (1) a physician has certified in writing the symptoms are not associated with an infectious agent or until they are no longer a threat to the health of other children at the CDC or (2) the symptoms have subsided.

A child will need to be temporarily removed from the CDC for the following symptoms:

DIARRHEA: After a child has two episodes of diarrhea, the parent will be notified of the illness immediately and will be requested to come pick up the child. The child may return to the CDC when no symptoms of diarrhea are noted for 24 hours or if the child is diagnosed as non-contagious by a physician.

TEMPERATURE (101 degrees or above): When fever is suspected, the child's temperature will be taken by a staff member. If the child's temperature is 101 degrees or above the parent will be notified to come pick up the child. The child cannot return to the CDC until the child has maintained a temperature below 100 degrees for at least 24 hours, without the help of medication.

RASH: When a rash is noted, the child's temperature will be checked. The child will remain under supervision. The parent will be notified of the illness and will be requested to come pick up the child. A physician's release statement is necessary for re-admittance if the rash is a contagious disease.

DRAINING SKIN LESION: If a skin lesion has been adequately dressed to prevent drainage, the child may enter the CDC. If the drainage reoccurs, or seems excessive, the parent will be notified to pick up the child.

LICE: Head lice and nits cause itching/scratching of scalp and a rash can usually be noticed around edges of hairline. If lice are discovered, the parent will be notified to pick up the child. The child may return to the center after treatment and has no remaining nits.

VOMITING: After two or more episodes of vomiting during school hours, the parent will be notified to pick up the child. The child may return to the center after 24 hours, symptom-free.

Children on antibiotics should not be brought into the CDC until they have taken the medication for at least 24 hours.

Parents will be notified when a communicable disease has been introduced to the CDC. The CDC asks that parents inform the staff of any communicable disease their children may have.

MEDICINE

If a child must be given medicine during the day by the center staff, the medicine should be handed to the director or a teacher; not a student worker. Each bottle or box must be prescribed by a physician and should have the prescription label attached with the child's name. A medicine permission form must be completed for each medication giving clear instructions as to how often the medicine is to be given and in what quantity. A separate sheet must be completed for each medication. Over the counter medicines, such as Tylenol and Motrin, CANNOT be administered by the staff. Medication will be locked a lock box located on the classroom window. If the medication must be refrigerated there is a lock box located in the refrigerator as well. Teachers receive training in medication administration.

Curriculum

The CDC has adopted The Creative Curriculum. Teachers have been trained on its content. Preparation of developmentally appropriate learning activities and lesson plans are written each week. Illustrations of such learning include: weighing objects, measuring and pouring, going on nature walks, collecting leaves and flowers, identifying insects and catching butterflies. Themes are explored through pictures, games and creative movement. Children will use all five senses in concrete and abstract learning activities. Play is incorporated into every learning experience.

SUPERVISION: All age groups are actively supervised throughout the day. To maintain this, teachers are always within eyesight and hearing distance of their class. During mealtime, teachers maintain an arms-length distance with the children, and supervising staff will not be performing other classroom duties during meals. Adult-to-child ratios vary among age groups and are as follows:

Age of Children	Adult:Child Ratio
Six (6) weeks – Fifteen (15) months	1:4
Twelve (12) – Thirty (30) months	1:6
Twenty-four (24) – Thirty-five (35) months	1:7
Three (3) years	1:9
Four (4) years	1:13
Five (5) years	1:16

Please note that ratios may be different if classes are combined, or when different ages are grouped together.

ASSESSMENT: Our educators will engage in ongoing, observation-based assessments to monitor and support each child's developmental progress and overall learning journey. These assessments are intended to gather information about each child's developmental progress and areas of growth. The insights gained will directly inform our instructional strategies and guide program-wide planning to ensure that our practices remain responsive and developmentally appropriate.

We strongly value and encourage open communication and collaboration between teachers and families. Following each assessment period, we invite parents to engage in meaningful dialogue with their child's teacher to review findings, set shared goals, and align on strategies that support the child's growth both at school and at home.

Recognizing that our educators observe only a segment of each child's daily experience, we deeply appreciate the vital perspective that parents provide. This partnership between home and school is essential in delivering consistent, nurturing, and individualized care that supports every aspect of a child's development within our program.

INFANTS: Routines govern the curriculum for an infant. Feeding, diapering and resting adequately are necessities that must be met daily. In addition the infant room teacher will provide verbal interactions while attending to the infant's needs. Reading, singing and playing simple games enhance the infant's day. We accept the fact that touching and mouthing are part of an infant's development and practice good sanitation measures for their health.

TODDLERS: Toddler teachers understand that programs for toddlers must be flexible and allow for active exploring. They are eager to try new things and like to be challenged. Toddlers try to become autonomous and must have the opportunities to make choices.

Certain behaviors must be limited, but the limits that are set will be fair and consistent in order to maintain the child's self-esteem. Redirecting toddlers assists them in controlling their behaviors. Teachers use patience, warmth and respect when calling attention to the child's inappropriate behavior.

PRESCHOOLERS: The preschool curriculum is planned around themes pertinent to the children's lives. For example, the children have studied families, animals, the environment and community workers. Units are planned to include math, science, language and social concepts as the children measure, count, pour, take turns and follow directions. Many of these activities occur naturally during playtime.

Classrooms are designed to be child-centered and invite independent and group learning through explorational investigation. The environment provides for all areas of development, including social, motor, emotional and cognitive requirements of early childhood.

Gold Sneaker Policies

We are excited to let you know about our participation in the "Gold Sneaker Initiative." The Gold Sneaker Initiative was developed by the Tennessee Department of Health to enhance policies related to health and wellness within licensed child care providers across Tennessee.

PHYSICAL ACTIVITY 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 nap time. Child care 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: Child care providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior.

NUTRITION POLICIES

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 breast milk 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: Child care educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size. Child care 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. Child care 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.

TOBACCO-FREE CAMPUS POLICY

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. Child care employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. field trips, 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 child care provider entrance, as required by state law.

Food

MEALS AND SNACKS: Breakfast is served at 8:30 a.m., lunch at 11:30 a.m., and an afternoon snack at 3:00 p.m. Weekly meals are posted in the reception area. Because the CDC participates in the USDA Food Program, their requirements must be met at all times. If your child has dietary restrictions, a written statement from your physician must be provided. Meals and snacks are planned to provide a substantial portion of the total daily food requirements. Food exceptions cannot be made for individual children except in the case of allergy and religious restriction. Soy milk, however, can be substituted for regular milk at the parent's request. Meals are prepared by Chattanooga State Food Services and delivered to the CDC daily.

Parents are asked to call the center by 9:30 a.m. if their child will be absent. Lunches are ordered for the number of children expected to attend. Lunches are delivered at 11:30 a.m. If the child does not arrive by 12:00 p.m. their lunch will be discarded. The CDC does not have a way to keep lunches at the proper temperature for children arriving later than 12:00 p.m.

Formula and baby food are provided by the center. If a parent chooses to provide these items themselves then all baby food and bottles must be marked with the child's name and date. All baby food, for all meals, must be fresh and sealed.

Birthdays

Birthdays are special days for children. If possible, arrangements should be made with your child's teacher with a specific time for honoring the birthday. Snacks like ice cream, muffins, cookies or cupcakes are acceptable but must be prepackaged and not include any trace of peanuts.

The CDC celebration of birthdays must be kept simple; the elaborate parties should take place at home. Only mylar balloons are allowed.

Discipline/Guidance Policy

The CDC has a policy of positive guidance. Our goal is to help children learn self-control, and we encourage age-appropriate maturity. Children are taught to use words to resolve conflicts with other children. It is important to the CDC staff that children do not hurt themselves or others as they learn self-control.

We believe in showing respect to young children. We do not use humiliation, ridicule, verbal abuse or physical punishment to discipline your child. In order to accomplish this goal, we will do the following things:

- Create a warm, nurturing environment.
- Model appropriate behavior.
- Set appropriate and reasonable limits based on developmental appropriateness.
- Adhere to a routine.
- Use positive words by telling children what they can do rather than what they cannot do.
- Use logical and natural consequences.
- Listen to and watch children to interpret verbal and nonverbal language.
- Distract, divert or redirect children when necessary.
- Give children limited choices when possible.
- Be as flexible as possible.

Potty Training

Parents and teachers, together, will determine when children are ready for potty training. Please be sure your child wears simple clothing so he/she can manage themselves during potty training time. Consistency is important during this time, please continue the use of underwear at home if your child is wearing them consistently at the CDC. Most children want to use the toilet if others in their class are doing so. Accidents will happen, so please be sure your child has several changes of clothes available.

Grievance Procedure

If you are ever dissatisfied with any part of the Child Development Center, please take the following steps:

1. See someone at the front desk and set up an appointment to talk to your child's teacher. If you would like the director or assistant director to be included, please let us know.
2. Please discuss the issue openly. The more information we have, the better the outcome.
3. If the meeting outcome is unsatisfactory, a meeting will be set up with the Assistance Vice President of Business and Finance.

Hopefully all problems will be solved within the Child Development Center. We strive to make this a happy place for both children and parents.

Parent Involvement

We realize that parents are their children's first and most important teachers. We encourage you to get involved in the CDC in a variety of ways.

Parent projects: You may want to work on a special hobby or project with the children (e.g. gardening, collage, etc.). Please see your child's teacher with ideas. You are invited into the classroom at any time.

Lines of Communication: Effective communication begins with the staff. We use many ways of communicating at the CDC as follows:

1. **OPEN HOUSE:** Open house is held in the fall to present information to parents. A group meeting will be scheduled after school hours.
2. **HANDBOOK:** The handbook defines our program philosophy and outlines major policies and responsibilities.
3. **APPOINTMENTS:** Appointments may be made with the director or teacher. Please telephone to schedule.
4. **PARENT CONFERENCES:** Conferences are held by the teacher annually to review your child's progress.
5. **PARENT NEWSLETTERS:** A monthly newsletter provides scheduling updates, meetings and special event notices.
6. **BULLETIN BOARDS:** Outside each classroom, lesson plans, events and activities are posted for your convenience. These events are specific to each classroom. The foyer bulletin board has educational articles and information relating to young children in general.
7. **INCIDENT REPORTS:** Incident reports describe how your child got hurt and what we did about it. These will be placed in your child's cubby.
8. **OTHER NOTES:** Inform parents of special activities (i.e. field trips, open house, etc.). These will be placed in children's cubbies. *Please check your child's cubby daily!*
9. **PARENT SURVEYS:** Surveys may be conducted during the year. Please complete and return all surveys to the office. Your input is important.
10. **DAILY COMMENTS:** Teachers will provide you with written or verbal comments regarding your child's day.
11. **REMIND APP:** We use Remind to help keep you informed about center activities and important information. It allows us to send quick messages via text, push notifications, or email to everyone involved with the center. For instructions on how to sign up, please refer to the Enrollment Packet.

Community Resources

UNITED WAY: food and housing assistance, health care, employment, counseling, and other needs (Call 211)

HELP4TN: provides Tennesseans with a broad range of legal and social services resources (Call 844-435-7486)

MYTN: an app that is a single point of access to a growing list of services through a secure account

KIDCENTRAL TN: information on health, education, development and support to Tennessee families, as well as a searchable State Services Directory

TENNESSEE DISABILITY PATHFINDER: is a statewide multilingual information and referral service for disability resources operated by Vanderbilt Kennedy Center (Call 800-640-4636)

CONEXIÓN AMÉRICAS: assists Latino families through programs that focus on social, economic, and civic integration (Call 615-270-9252, Email: info@conexionamericas.org)

Reunification Plan

In case evacuation of the Child Development Center from the Chattanooga State Campus is necessary, the following plan will be initiated.

Parents will be notified immediately of the evacuation and asked to pick up their children as soon as possible.

Children will be placed in the vehicles of the permanent staff of the Child Development Center. (No student vehicles will be used.)

The children will be transported to **Purpose Point Learning Academy inside Mount Canaan Church.** Staff and children will remain there until all children are reunited with an authorized adult. Parents must sign a check out sheet before leaving with their children.

The church is located at 4801 TN-58

- **Head north on TN-58**
- **Merge onto TN-153 S/TN-58 N**
- **Take exit 5A to merge onto TN-17/TN-58 N toward Decatur**
- **Purpose Point is on the left (look for the Zaxby's in the parking lot)**

For more detailed information on our emergency response plans, please see The Child Development Center's Emergency Operations Plan.

Termination of Services

We are committed to providing quality care to every enrolled child and will continue to do so as long as the child's and other children's needs can be met. If other children are placed at risk, as determined by the staff and director, and a child cannot safely continue to be served, a 48-hour notice will be given to terminate child care services.

A child will be dismissed from the CDC for any of the following reasons:

- If a parent consistently fails to comply with the rules and regulations of the CDC.
- If a parent fails to meet his/her child care financial obligation to the CDC.
- If the facility can not meet the physical, mental, or emotional needs of the child.
- If dismissal is advised by a physician.

CHATTSTATE

Child Development Center
4501 Amnicola Highway
Chattanooga, TN 37406
423.697.4412

For more info visit
chattanoogastate.edu/child-development-center

11-70-301201-265-05/25 - Chattanooga State Community College does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, or any other category protected by federal or state civil rights laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. See full EEO statement at chattanoogastate.edu/eeo-statement.