

## Promise Kids Christian Academy Handbook



**1417 Mark Allen Ln.**

**Murfreesboro, TN 37129**

**(615) 400-4124 (school day & after hours #)**

It is our hope that each child enrolled in our 5 day a week preschool program would develop in many different areas. We are committed to sharing God's love to parents and children by offering this program to the families in the community of Murfreesboro.

Our program is designed to help preschool children develop a love for God, themselves, their families, and others.

### **Our Preschool Ministry seeks to help each child:**

1. Grow in understanding and love for themselves, their families, and in their world.
2. Grow in awareness that God loves them and that Jesus is a special friend.
3. Enjoy creative expression through music, art, dance, cultures, technology and play.
4. Grow in the ability to think, solve problems, and develop language and thinking skills.
5. Grow spiritually, cognitively, physically, socially, and emotionally.

Our desire is to provide a safe and loving environment where children are able to grow and thrive in the grace and purposes that God has for them.

## **GENERAL POLICIES**

### **I. Registration Fees**

- A. New Students-** A yearly registration fee of \$100.00 is required at the time of enrollment for each new student accepted into the program. The fee is non-refundable even if the student withdraws.  
A 1x enrollment fee of \$80 is due within 3 days of filling out an application online at [www.promisekidspdo.org](http://www.promisekidspdo.org). We will notify you via email to let you know your child's account has been set up.
- B. Current Students-** A re-registration fee of \$100.00 is required for each current student to hold the child's place for the next year at the time of registration. This fee is non-refundable, even if the student does not re-enroll or withdraws.

- C. If a child withdraws and re-enrolls within the same school year, no re-registration fee will be charged.

## II. Tuition

- A. The tuition per week is \$250.00.
- B. The tuition charge includes the cost of the student's snacks, morning & afternoon snacks, lunch, academic supplies, special guest cost, and materials. Additional minor fees may be necessary during the school year for special programs, parties, etc. and you will be notified in advance.
- C. The enrollment process includes payment of a registration fee and completed registration form, (visit <https://pkchristianacademy.com>) which then obligates the responsible person to make all the student's scheduled tuition payments for the year.
- D. If there are special needs that require an alternative schedule of payment, please notify the director and they will assist you.
- E. Tuition will be taken out every Monday of each month through automatic withdraws (no fees incurred). If your payment is returned, payment is due the following day. Outstanding balances are due if your payment is declined. A \$25 fee will be added to the balance. If payment is 1 week behind, your child will be withdrawn from his/her class unless a special arrangement has been met. The child's withdrawal does not release the responsible person from the obligations of the tuition. When satisfactory arrangements have been made to pay the amount due, the student may be re-admitted, if a position remains open in the class.
- F. In the event that any payment is late, we reserve the right to turn said account over to collections and all collection fees become the responsibility of the delinquent account holder.
- G. Checks are not accepted.
- H. No refunds, deductions or adjustments of any kind shall be made from fees, charges, or tuition paid or due because of the absence of any student during the school year. **Charges are made to hold a place in the program, not for a period of attendance.** (The absence of a student does not materially decrease the expenses of operating the program.)
- I. Any variation of any term of agreement must be in writing, signed and dated by the school and the parent or guardian.
- J. The program reserves the right, in its sole discretion, to exclude, withdraw, or dismiss any student from the classes or from the school for any cause whatsoever, including but not limited to violations of the rules, regulations or late/non-payment of fees and tuition.
- H. I give permission for my child to be observed by a non-childcare agency. (I.e. Dhs, CCR & R, etc.)

## III. Withdrawal

- A. A child's withdrawal from our program requires a 2 week (14 days) notice by email ([1stpkca@gmail.com](mailto:1stpkca@gmail.com)). A child's withdrawal, suspension, or dismissal from the school does not release the person responsible from

tuition payments. Without a 14 days notice, provided there is a child on the waiting list who can fill the vacated spot immediately, payment of tuition may be stopped on the last day attended. If however, the vacated spot is unable to be filled immediately, tuition for one fourteen (14) day payment period is due in full.

#### IV. Late Entrance

- A. If a child is accepted for enrollment after the first day of school, the required registration fee will be added to the amount of the first regular tuition payment.
- B. Total tuition for a child entering school after the first of any month will be prorated (\$50 per day) according to our school calendar.

#### V. General Policies

- A. Program: Our Preschool Program is a year around program for children 3 years to 5 years old by Aug. 15. All children must be toilet trained. If county schools are closed for snow or inclement weather, our preschool will be closed as well. We will have some closings based on our calendar on our web site.
- B. Due to the limitations of our facility and the accommodations of our program, enrollment is open to children with no extreme physical or emotional difficulties. We reserve the right to request withdrawal or refuse admission for any child that requires special attention beyond what we can provide within the program or any child who requires such supervision that the whole group is negatively affected.
- C. School Hours: 8:00AM-6PM Children may be dropped off between 8:00am and picked up by 6PM. If your child is not picked up by 6:00PM there will be a \$5 per minute fee, not to exceed \$100. In the event that you expect to be late, we ask that you make a courtesy call so we know everything is okay.
- D. "Special Pick-up" –If someone, **other than those listed on your registration form**, is to pick up your child from the preschool, a memo must be written and turned in to a teacher or director at drop off and a verbal notice to the teacher is helpful. The person picking the child up will need a photo ID.
- E. It is to our expectation that by the age three, except for a diagnosed medical reason, that all children will be trained both for wetting and bowel movements. **CHILDREN WHO ARE NOT POTTY TRAINED BY AGE 3 WILL NOT BE ADMITTED INTO THE PROGRAM.**
- F. Children will need their hands washed before entering the classroom for play. Each classroom will have a designated place to wash hands.
- G. Safety Drills: Fire, tornado, and lock down safety drills will be done throughout the school year to keep the children as safe as possible. **A safety plan will be in place and is a comprehensive all-hazards plan that takes into account all threats and hazards for a particular school.**
- H. Smoking and vaping (including the use of electronic cigarettes and other similar devices) are strictly prohibited on Promise Kids Christian Academy's premises.

## **DISCIPLINE POLICY**

We believe that children of all ages feel more comfortable with their surroundings when they know what is expected of them. Therefore, boundaries will be established to ensure the safety and well-being of all children enrolled in our program. Our program is a place where we help children develop in the area of discipline through Christian education. We ask that all of our parents would help us encourage the children in developing positive attitudes and a general respect for teachers, aides, and the building in which we fellowship, worship, learn, and play together.

Children are not allowed to:

1. hurt themselves
2. hurt others (children and adults)
3. destroy property

Our suggested course of discipline is:

1. warning
2. Cool down corner (away from others)
3. loss of privileges
4. parent conferences
5. removal from program if no significant improvement

At no time shall any of our staff at Promise Kids use corporal punishment.

To instill Christian values and share our faith with our students in our program it is a most important ministry. Promise Kids program activities are planned to be a loving, positive experiences for all children as they grow in faith and understanding of God's love.

## **PROMISE KIDS EXPULSION POLICY**

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program, either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

### **WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM**

Staff will try to redirect child from negative behavior, reassess classroom environment, activities, and supervision as needed. Staff will use positive methods and language while disciplining children, praise appropriate behaviors, remind children of the rule(s), and consistently apply consequences for rules when broken. The child will be given verbal warnings and time to regain control. Child's disruptive behavior will be documented and recorded when needed, but maintained in confidentiality.

Parent/guardian will be notified over the phone, on Class Dojo, or in person. The

director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors and changes in the classroom. The parent will be given literature or other resources regarding methods of improving behavior when needed.

#### SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

#### PARENTAL ACTIONS FOR CHILD'S EXPULSION

All or some of these issues can result in expulsion:

- Failure to pay tuition and/or habitual lateness fees
- Failure to complete required forms
- Verbal abuse to staff
- Parent threatens physical or intimidating actions toward staff members

#### CHILD'S ACTIONS FOR EXPULSION

Reasons that lead to expulsion:

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical abuse to staff, themselves or other children
- Children 3 years and above who are not fully (independently) toilet trained

Due to the limitations of our facility and the accommodations of our program, enrollment is open to children with no extreme physical or emotional difficulties. We reserve the right to request withdrawal or refuse admission for any child that requires special attention beyond what we can provide within the program or any child who requires such supervision that the whole group is negatively affected.

#### A CHILD WILL NOT BE EXPELLED

If child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements
- Reported abuse or neglect occurring at the school

-Questioned the school regarding policies and procedures

When a child is removed from a child care agency, it is crucial to ensure that appropriate resources, support, and guidance are provided to both the child and the family to facilitate a smooth transition and promote the child's well-being.

*Here are some resources to help your child transition to a new facility and therapy options:*

- A. Kyo Autism Therapy- (650) 746-8135 X8562
- B. Mental Health Cooperative (615) 904-6490
- C. Feltz Therapy (615) 220-5796
- D. Murfreesboro City Schools preschool (615) 893-2313
- E. Rutherford County Schools Pre-K (615) 904-6798

Link: [Preschool - Murfreesboro City Schools](#)

Link: [Voluntary Pre-Kindergarten - Rutherford County Schools](#)

### **Vacation Time**

Your child will receive 1 week *annually* of free vacation time (no payment required) after 3 months of being in the program.

### **Snow/Weather Days**

If Rutherford County Schools are closed, Promise Kids will also be closed. If Rutherford County Schools open late, PK will also open late (the same amount of time as RCS) Ex. 2 hrs. late mean 2 hrs. for preschool kids -10:00AM start time.

### **ARRIVAL AND DEPARTURE**

Your child is the most important person to consider as the day begins. Under **NO** circumstances should any child, regardless of age, enter the building without an adult escort. We cannot permit a child to be left in a room alone.

At this time, parents will drop off at the front door. When the state recommends having adults in the building, we ask for parents to not come into the room, but encourage the child to enter on his/her own. Please read the following suggestions carefully.

Encourage your child to walk with you to his/her room. This provides a feeling of independence before arriving at the room.

Reassure your child that you will be back.

You will be contacted should your child need you.

Pick up your child on time. It is sometimes frightening if you are late and your child is the last child left in the room.

Encourage your child to talk to you about the things he/she does each day.

Refrain from discussing your child in his presence.

Expect your child to have happy experiences in his classes. Be enthusiastic about the good times your child experiences.

## **ILLNESS**

Children who show signs of illness cannot be accepted at Promise Kids until 24 hours fever-free, with no medication. We depend on parents to help us maintain this policy. A child should be kept home when any of the following exist:

- Vomiting or nausea
- Diarrhea (loose or greenish bowel movements, which are not indicative of medication. The child should have normal bowel movements for 12 hours.
- **Rash**
- Persistent cough
- A **fever** over 100F
- Obvious contagious conditions or childhood diseases, such as Lice, pink eye, scarlet fever, measles, mumps, chicken pox, cough, sore throat, croup, rashes, ringworm, impetigo, yellow or green nasal discharge due to infection

If your child has come in contact with hands, foot, and mouth, influenza (flu), and norovirus (stomach bug) or with a contagious household member, PLEASE KEEP YOUR CHILD AT HOME FOR 48 HOURS after being in contact with the sick person.

Should your child arrive or develop any of the above symptoms, you will be asked to take him/her home.

This 24-hour policy is designed for the sick child's protection, as well as for others in the center. Taking that extra day to ensure a fever is gone gives the child the rest they need for their body and health.

### **\*\*\*Stomach bug/Stomach flu aka Norovirus\*\*\***

If your child gets the stomach flu, please keep them at home until 48 hours symptom-free (No fever, vomiting, diarrhea, etc.) AND 24 hours of eating normally without symptoms.

-We ask that if another person in your household has the stomach flu, to keep your children at home for 24-48 hours to make sure they do not develop any symptoms from the illness. This illness is VERY contagious!!!

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-It usually takes 24-72 hours to get sick after you have swallowed the virus. Sometimes it takes a full week or even a little longer. It can pass through talking, due to saliva traveling up to 3 feet towards the person you are facing.

-A person is contagious (still producing viruses) for at least 3 days AFTER symptoms have stopped. Children should stay home from Promise Kids for **48 hours** after the last bout of vomiting and diarrhea, 48 hours is the minimum time it takes to make sure symptoms are over. (There can be a relapse of vomiting after 24 hours and the diarrhea sometimes doesn't start for 24-48 hours after the vomiting). Ideally, they should stay home until they have eaten normally for a full day. That often takes longer than 48 hours.

-The viruses can live for weeks on household surfaces. Clean with NEW chlorine bleach (a 5%-10% solution of household bleach in water is good as long as the bleach has been opened for less than 1 month or Clorox clean-up with bleach), [Clorox Hydrogen Peroxide Wipes](#) or [Clorox Hydrogen Peroxide Spray](#). The Regular Clorox® wipes and Lysol® wipes from the store, including Lysol Power and Free Hydrogen Peroxide Wipes store DO NOT claim to kill these viruses.

Please visit: [www.stopthestomachflu.com](http://www.stopthestomachflu.com) for more info. The information above has come from this web site also.

\*Essential oils will be used in diffusers to help reduce sickness in the program. (i.e. Thieves or On-guard)

### **FOODS**

We will provide a hot lunch, morning and afternoon snacks daily. If your child does not want the lunch provided, you may send in a lunch. A menu will be posted with our online communication tool and by the front door.

**Please do not send in any NUT or PEANUT BUTTER products of any kind!**

It is our policy to send home any portion of the packed lunch that is not eaten. This gives you constant feedback on your child's appetite level and food preferences.

### **SNACKS**

We will provide a safe snack such as the following:

Saltine Crackers	Animal Crackers
Graham Crackers	Pretzels
Cheese Crackers	Dry Cereal Mix
Gold Fish	Fruit Snacks
Veggie Straws	

We will avoid the following food items: Nuts, Raw Carrots or Celery, Citrus Fruits (with pulp & seeds)



Please be sure you have made us aware of any food allergies on your child's online application.

### **Necessary Daily Items**

*Your child will require the following items **each day** and can be left at PK:*

- A **complete** change of clothes labeled (including socks)
- Spill proof water cup (Labeled)
- A light blanket for nap time (labeled)

*(Promise Kids will provide a cot and clean sheet weekly.)*

*We will have a relaxed rest time. We may have a 30 min. quiet time for all children. If they do not sleep they will be given opportunities for quiet playtime or something to do on their mat like books and figet toys.*

### **Coats:**

Please bring a jacket or coat (labeled) with your child when weather dictates. We go outside if the temperature is above 32 degrees.

**It is imperative that all of the above items (clothes, lunch boxes, blankets, jackets, blankets, or towels, etc.) be labeled with the child's name or initials. It is difficult to remember which one belongs to which child.**

\*\*Please do not bring any toys to school except those for naptime use only. The extra toys distract from the day and causes problems with other children. If a child comes with a toy, teachers will put the toy away until the end of the day. Therefore, if they are left at home it will make a happier day for the child.

### **Other Items**

#### **Sign-in/Sign-Out**

Whoever brings your child to school must sign in and out on the Procure app or ipad if you do not have the app on your phone. By having it on your phone, this will allow the line to move quicker.

#### **Appropriate Dress**

Please dress your child in comfortable play clothes that will allow him or her to enjoy such activities as outdoor play, music, dance, art, and sitting on the floor.

Shoes – Soft soled or canvas style shoes are best for play time. Since weather is not predictable, it is best if they wear them every day. Flip-flop or slide on shoes cause falls. Please check bag once or twice a year to make sure seasonal clothes are included and they still fit.

Unless the weather is extreme or inclement, all children go outside for at least a short while. If you feel your child is not well enough to go outside, he should stay home.

Please dress your child appropriately and we will be sure he/she is well covered while outside.

### **Birthday Party Snacks**

All snacks must be store bought. If you want to send in a special snack on your child's birthday, we *prefer* no cupcakes or cake due to the bright icing that stains clothing and the mess it makes. Another alternative would be cookies, donuts or rice crispy treats.

*"God Keeps His Promises."*

*Psalms 105, Verses 1-8*

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### Mandatory Reporting Requirements: Children Tennessee Question

Who is required to report? General Note: Tennessee's mandatory reporting law imposes different reporting requirements depending on the type of abuse. Accordingly, the information presented distinguishes between reporting requirements for crimes of "abuse" and crimes of "sexual abuse" (as respectively defined). **Abuse:** Any person who has knowledge of or is called upon to render aid to any child who is suffering from, or has sustained, any wound, injury, disability or physical or mental condition. **Sexual Abuse:** Any person, including, but not limited to, any: Physician, osteopathic physician, medical examiner, chiropractor, nurse or hospital personnel engaged in the admission, examination, care or treatment of persons; Any other health or mental health professional; Practitioner who relies solely on spiritual means for healing; School teacher or other school official or personnel; Judge of any court of the state; Social worker, **day care center worker**, or other professional child care, foster care, residential or institutional worker; Law enforcement officer; Authority figure at a community facility, including any facility used for recreation or social assemblies for educational, religious, social, health or welfare purposes, including, but not limited to, facilities operated at schools, the boy or girl scouts, the YMCA or YWCA, the boys and girls club or church or religious organizations; or Neighbor, relative, friend or any other person. When is a report required and where does it go? When is a report required? Abuse: If the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect. Sexual Abuse: Knowledge or reasonable cause to suspect that a child has been sexually abused, regardless of whether such person knows or believes that the child has sustained any apparent injury as a result of such abuse. Where does it go? Abuse: Judge having juvenile jurisdiction over the child; the department of children's services, in a manner specified by the department, either by contacting a local representative of the department or by utilizing Last Updated: December 2017 the department's centralized intake procedure, where applicable; sheriff of the county where the child resides; or chief law enforcement official of the municipality where the child resides. Sexual Abuse: The local office of the department of children's services or to the judge having juvenile jurisdiction or to the office of the sheriff or the chief law enforcement official of the municipality where the child resides. Each report of known or suspected child sexual abuse occurring in a facility licensed by the department of mental health and substance abuse services, or any hospital, shall also be made to the local law enforcement agency in the jurisdiction where such offense occurred. What definitions are important to know? "Child" means a person who is under 18 years of age or who is reasonably presumed to be under 18 years of age. "Child sexual abuse" means: the commission of any

act involving the unlawful sexual abuse, molestation, fondling or carnal knowledge of a child under 13 years of age that prior to November 1, 1989, constituted the criminal offense of: aggravated rape; aggravated sexual battery; assault with intent to commit rape or attempt to commit rape or sexual battery; begetting child on wife's sister; crimes against nature; incest; promotion of performance including sexual conduct by minor; rape; sexual battery; or use of minor for obscene purposes; or on or after November 1, 1989, constituted the criminal offense of: aggravated rape; aggravated sexual battery; aggravated sexual exploitation of a minor; criminal attempt for any of the offenses above; especially aggravated sexual exploitation of a minor; incest; rape; sexual battery; or sexual exploitation of a minor; or one or more of the following acts: any penetration, however slight, of the vagina or anal opening of 1 person by the penis of another person, whether or not there is the emission of semen; any contact between the genitals or anal opening of one person and the mouth or tongue of another person; any intrusion by 1 person into the genitals or anal opening of another person, including the use of any object for this purpose, except that it shall not include acts intended for a valid medical purpose the intentional touching of the genitals or intimate parts, including the breasts, genital area, groin, inner thighs, and buttocks, or the clothing covering them, of either the child or the perpetrator, except that it shall not include: (a) acts that may reasonably be construed to be normal caretaker responsibilities, interactions with, or affection for a child; or (b) acts intended for a valid medical purpose; the intentional exposure of the perpetrator's genitals in the presence of a child, or any other sexual act intentionally perpetrated in the presence of a child, if such exposure or sexual act is for the purpose of sexual arousal or gratification, aggression, degradation, or other similar purpose; the sexual exploitation of a child, which includes allowing, encouraging, or forcing a child to: (a) solicit for or engage in prostitution; or (b) engage in actual or simulated sexual activity; or the commission of any act specified above against a child 13 years of age through 17 years of age if such act is committed against the child by a parent, guardian, relative, person residing in the child's home, or other person responsible for the care and custody of the child. What timing and procedural requirements apply to reports? Reports must be made immediately. Reports may be made via telephone or otherwise, on the Department of Children's Services Central Intake Division hotline at 1-877-237-0004 (1-877-54ABUSE) or online (at: <https://apps.tn.gov/carat/referral/emergency.html>). What information must a report include? To the extent known by the reporter: The name, address, telephone number and age of the child; The name, address and telephone number of the person responsible for the care of the child; Facts requiring the report; and Any other pertinent information. Anything else I should know? Knowing failure to make a required report is a Class A misdemeanor, punishable by not greater than 11 months, 29 days imprisonment or a fine not to exceed \$2,500, or both. Except as allowed by statute, disclosure or use of information contained in any report is unlawful and, in the case of sexual abuse, is a Class A misdemeanor, punishable by not greater than 11 months, 29 days imprisonment, or a fine not to exceed \$2,500, or both. Any person who either verbally or by written or printed communication knowingly and maliciously reports, or causes, encourages, aids, counsels or procures another to report, a false accusation of child sexual abuse or false accusation that a child has sustained any wound, injury, disability or physical or mental condition caused by brutality, abuse or neglect commits a Class E felony, punishable by imprisonment for not less than one year, nor more than six years and a fine not to exceed \$3,000. The duty to report continues as long as the alleged victim of abuse is a child under the age of 18.

Tenn. Op. Atty. Gen. No. 88-142. Any person required to report or investigate cases of suspected child abuse or child sexual abuse who has reasonable cause to suspect that a child died as a result of child abuse or child sexual abuse shall report such suspicion to the appropriate medical examiner. The medical examiner must accept the report for such suspicion to the appropriate medical examiner. The medical examiner must accept the report for investigation and report the medical examiner's findings, in writing, to the local law enforcement agency, appropriate district attorney general and the Department of Children's Services. Every physician or other person who makes a diagnosis of, or treats, or prescribes for any sexually transmitted disease, or venereal herpes and chlamydia, in children 13 years of age or younger, and every superintendent or manager of a clinic, dispensary or charitable or penal institution, in which there is a case of any of the diseases, in children 13 years of age or younger shall report the case immediately, in writing on a form supplied by the department of health to that department. Every physician or other person who makes an initial diagnosis of pregnancy to an unemancipated minor, and every superintendent or manager of a clinic, dispensary or charitable or penal institution in which there is a case of an unemancipated minor who is determined to be pregnant, shall provide to the minor's parent, if the parent is present, and the minor consents, any readily available written information on how to report to the department of children's services an occurrence of sex abuse that may have resulted in the minor's pregnancy, unless disclosure to the parent would violate the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). Any school official, personnel, employee or member of the board of education who is aware of a report or investigation of employee misconduct on the part of any employee of the school system that in any way involves known or alleged child abuse, including, but not limited to, child physical or sexual abuse or neglect, shall, immediately upon knowledge of such information, notify the department of children's services (or anyone listed above under the heading "Where does it go?") of the abuse or alleged abuse. If a school teacher, school official or any other school personnel has knowledge or reasonable cause to suspect that a child who attends such school may be a victim of child abuse or child sexual abuse sufficient to require reporting and that the abuse occurred on school grounds or while the child was under the supervision or care of the school, then the principal or other person designated by the school shall verbally notify the parent or legal guardian of the child that a report has been made and shall provide other information relevant to the future wellbeing of the child while under the supervision or care of the school. The verbal notice shall be made in coordination with the department of children's services to the parent or legal guardian within 24 hours from the time the school, school teacher, school official or other school personnel reports the abuse to the department of children's services; provided that in no event may the notice be later than 24 hours from the time the report was made. The notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the abuse. Once notice is given, the principal or other designated person shall provide to the parent or legal guardian all school information and records relevant to the alleged abuse or sexual abuse, if requested by the parent or legal guardian; provided, that the information is edited to protect the confidentiality of the identity of the person who made the report, any other person whose life or safety may be endangered by the disclosure and any information made confidential pursuant to federal law or the state's confidentiality statutes with respect to public school student records. "School" means any public or privately operated

child care agency, preschool, nursery school, kindergarten, elementary school or secondary school. If any hospital, clinic, school, or other organization responsible for the care of children develops a procedure for internally tracking, reporting, or otherwise monitoring a report pursuant to this section, the identity of the person who made a report of harm shall be kept confidential. If a health care provider makes a report of harm, and if the report arises from an examination of the child performed by the health care provider in the course of rendering professional care or treatment of the child, or if the health care provider who is highly qualified by experience in the field of child abuse and neglect, as evidenced by special training or credentialing, renders a second opinion at the request of the department or any law enforcement agency, whether or not the health care provider has examined the child, rendered care or treatment, or made the report of harm, then the health care provider shall not be liable in any civil or criminal action that is based solely upon: (A) the health care provider's decision to report what the provider believed to be harm; (B) the health care provider's belief that reporting the harm was required by law; (C) the fact that a report of harm was made; or (D) the fact that an opinion was requested and provided. If absolute immunity is not conferred based on the provisions described above applicable to a health care provider, and if, acting in good faith, the person makes a report of harm as required, then the person shall not be liable in any civil or criminal action that is based solely upon: (i) the person's decision to report what the person believed to be harm; (ii) the person's belief that reporting the harm was required by law; or (iii) the fact that a report of harm was made. No such immunity shall attach if the person reporting the harm perpetrated or inflicted the abuse or caused the neglect. Statutory citation(s): T.C.A. §§ 37-1-401, 37-1-403, 37-1-410, 37-1-412, 37-1-413, 37-1-602, 37-1-605, 40-35-111

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## Shaken Baby Syndrome

Shaken baby syndrome (SBS) or abusive head trauma is a crime along with a public health issue. Abusive head trauma can cause permanent disabilities or be fatal. SBS injuries have been reported in children up to age 5.

Signs and symptoms of this can include:

In severe cases:

- Unresponsiveness
- Loss of consciousness
- Breathing problems irregular breathing or not breathing)
- No pulse

Lesser damage can cause:

- Change in sleeping pattern or inability to be awakened
- Vomiting
- Convulsions or seizures
- Irritability
- Uncontrollable crying
- Inability to be consoled
- Inability to nurse or eat

SBS can potentially result in the following consequences:

- Death
- Mental retardation or developmental delays
- Blindness

- Cerebral palsy
- Severe motor dysfunction
- Spasticity