

Pre-Register

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4-5 YEARS OLD
RISING PREK &
KINDERGARTEN

2025 Parent Handbook PreK/Kindergarten



Dear Parents,

SHADES of Development invites potty trained students, ages 3 (who have attended our fall program) to 6 (rising into kindergarten) to participate in the Extended Learning Summer PreK program. SHADES of Development is a DOE Approved or DHS Licensed program operating as an independent contractor with the Knox County School system. The SHADES—Extended Learning PreK/Kind program offers increased preparation for kindergarten readiness. SHADES of Development was founded in 1995. Sindy Dawkins-Schade is the founding officer of SHADES of Development, Inc., a non-profit corporation.

The purpose of this handbook is to inform parents of program content, policies, and procedures related to the SHADES of Development program.

The goal of SHADES of Development is to provide quality programming in a safe, healthy, educationally enriching, and fun atmosphere. Children will be given the opportunity to engage in activities that will benefit them socially, emotionally, physically, and intellectually.

SHADES of Development is open to all children regardless of race, gender, handicap, religion, or national origin.

You may contact the SHADES of Development central office at 865-938-9164. The SHADES-Ft. Sanders number is 865-312-4564 and the Karns PreK number is 865-690-0906. Please feel free to contact us at any time with your questions, ideas and concerns.

Thank you for selecting SHADES of Development Extended Learning Summer PreK Program.

Sincerely,

Sindy Dawkins-Schade

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LOCATION

The SHADES of Development Extended Learning Summer PreK/Kind program is located at Ft. Sanders Developmental Center and Karns PreK School. Typically the program's *home-base* is the cafeteria; however, the program utilizes many other areas of the school such as the gym, library and playground.

DATES AND TIMES

The SHADES of Development program operates May 27, 2025 to July 25, 2025. The program will be closed from July 28, 2025 until PreK starts full-time during the 2025-2026 school year for maintenance and school prep. SHADES will operate from 7:30AM to 6:00 PM Monday through Friday at Ft. Sanders and 7:00am-6:00pm Monday - Friday at the Karns Campus. SHADES will be closed on Memorial Day, Juneteenth and the 4th of July. The SHADES schedule is subject to change pending Knox County school calendar and/or contract changes.

DOE/DHS

Department of Education (DOE) and the Department of Human Services (DHS)

DOE or DHS licenses programs based on State Standards for providing services over 15 hours per week. These guidelines are driven by bills and laws passed by congress to ensure safe and healthy environments for children. Many of the SHADES of Development program policies were developed to meet DOE requirements. Please review the DOE/DHS guidelines found on our website for more information about child care licensing requirements.

PROGRAM CONTENT

SHADES of Development believes in adventure learning which challenges and encourages children in each of the four developmental domains. The SHADES curriculum is based on weekly themes that promote social, emotional, physical, and cognitive competency in children.

The SHADES Extended Learning Summer Program is funded in part by a 21st Century Grant intended to promote school readiness and success. The PreK Extended Learning Summer Program content is outlined below.

Large Group

This is a 10-15 minute large group activity during which PreK Specialists introduce learning objectives, children discuss theme related topics typically introduced through literature, share ideas, build peer relationships and work on theme related activities. Children become familiar with the norms and expectation of the learning environments to come during their elementary years.

Small Group

During small group students work in small groups of 3 to 4 with a PreK Specialist to explore theme related STEM and Creative Arts projects that embed reading, language arts, math, science and social studies content, skills and practice. All students are rotated through small group. Students participate in theme focused learning centers until it is their turn for small group.

Learning Centers

This is the area of the program where children have the opportunity to participate in self-directed activities. Children may explore STEM Centers that include science, technology, engineering and math and Creative Arts Centers that include drama, music, visual arts, reading and language. The activities in this area help develop creativity, cooperation, socialization, problem-solving and kindergarten readiness.

Physical Fitness

SHADES of Development offers children a mix of adult-directed and self-directed opportunities for physical exercise through play in the gym and on the playground. The activities challenge children's physical limits and agility, while encouraging cooperation, gross motor skill development and teamwork.

Social Skill Curriculum

SHADES uses the Sanford Harmony Curriculum to weave social; skill development and competency throughout the program. This curriculum addresses character traits such as respect, trustworthiness, honesty, fairness, friendship, community, good decision-making, positive communication, active listening, and conflict resolution.

Nap/Story time

This is the time during the day that children have the opportunity to relax their bodies and their minds. A SHADES staff member will be introducing children's literature through ongoing readings of children's books. This time allows the children to rest and recharge. Non-sleepers have the opportunity to develop imagination and comprehension skills, as well as, an appreciation for reading and language.

Snacks and Meal

SHADES of Development provides a morning snack from 7:30-8:00 AM, lunch at 11:30am and an afternoon snack from 3:00-3:30 PM. Please speak with a SHADES Site Administrator if your child has medical or religious related dietary restriction.

SHADES OF DEVELOPMENT STAFF

Each SHADES staff member has been selected for his/her educational and practical experience, as well as, his/her special skills and abilities to relate to children in a positive manner. SHADES staff members are involved in intense orientation training. The orientation training offers CPR, first aid, child development training, developmentally appropriate practices, human relationships, summer activity and learning planning, and behavior management. Staff members are also required to participate in ongoing training throughout the year to ensure they are up-to-date and knowledgeable about current trends and practices. Staff/child ratios will be as low as possible.

RELEASES

SHADES of Development tracks student records and target indicators for grant reporting purposes. SHADES of Development also documents activities and events through pictures and videos. This tracking and

documentation is essential to receiving continued grant funding. Please be aware that student records and assessment release and a photo release statement are included on the child information sheet and is a requirement of program participation. Photos may also be used in program promotional materials.

PARENT INVOLVEMENT

The exchange of information about a child between the staff and a parent can be very helpful to the family and the SHADES program. The staff will be better able to meet the needs of each child if they are aware of special circumstances in a child's life such as: an illness in the family, birth of a new sibling, change in living arrangements, divorce, special fears, etc.. Children often exhibit signs of stress during such transitions and circumstances. The SHADES staff will be able to empathize with and encourage the children more appropriately with such information.

Parents are encouraged to observe and/or participate in the SHADES program and in program activities whenever possible. If you have a special talent or occupation that you would like to share with the children in the program, please let the director know and she/he will be delighted to arrange a time for you to do so. We specifically encourage you to participate as a member of our Program Advisory Council.

Parent Involvement Survey

During pre-registration you were asked to complete parent involvement questions. SHADES of Development realizes that not all parents can participate in the summer program in the same way. The parent involvement survey helps SHADES know the best way to ask for your involvement.. Your participation in your child's education and summer experiences has a dramatic impact on his/her school success.

SHADES Program Advisory Council (PAC)

The SHADES Program Advisory Council (PAC) helps evaluate and guide the program policies and content. We need you! Please consider serving on the SHADES Program Advisory Council.

Silent Fundraising

Please support SHADES by taking advantage of the silent fundraising opportunities available. They are quick and easy. You will still receive your own loyalty benefits. Connecting your cards just provides an added contribution from the business to our organization.

1. Connect your Kroger card to SHADES
2. Connect your Ingles card to SHADES
3. Connect your Food City card the SHADES

COMMUNICATION

Communication between SHADES of Development and program participants is extremely important. In an effort to increase positive communication, SHADES of Development has several systems in place. These systems include a program greeter, newsletters, daily e-news, Procure Engage App communication, Site Facebook Page, My-Procure account accessibility, e-mail messages, text messages, google forms and survey form, parent surveys, child surveys, parent conferences, and a Program Advisory Council.

Procure Engage is our first and most up-to-date mode of communication. It is our expectation that you install and create a Procure Engage login upon registering for the SHADES Summer Program.

SHADES also uses phone, e-mail and text messaging communication. Please indicate on your enrollment form which method of communication you prefer.

Please use 865-312-4564 or Ft.Sanders@shadesofdevelopment.org to contact the Ft. Sanders program site staff, and 865-690-0906 or karns@shadesofdevelopment.org to contact the Karns program site staff.

DROP-OFF AND PICK-UP PROCEDURES

Summer Drop-off

During the summer, you or an authorized sign-in/sign-out person must be registered with SHADES pin numbers. Pick-up persons will use those numbers either on their Engage App or at the signout kiosk at drop-off and pick-up. Drop-off ends at 9:00 AM and all children should be signed in by 9:00 AM each day.

Pick-up

Pick up starts at 4:00 PM. Children should be picked up between 4:00 and 6:00PM. Children enrolled in SHADES of Development must be signed-out by an authorized pick-up person each day. Each authorized pick-up person will be registered in our Procure System to sign out your child. Children will not be released to a person that you have not designated as an authorized pick-up person unless SHADES receives a written parental/guardian request. **All SHADES participants must be signed out by an adult, 18 years old or older.** SHADES will be happy to register as many adults as you need to authorize as pick-up persons. Please do not share your unique pin number. Each pick up person will have their own pin number that can be found in the Procure Engage App. Please contact your director if you need assistance locating your authorized pick up persons pin numbers. Also, please be prepared to show a photo ID until the SHADES staff registers you and gets to know you.

Late Pick-up and Late Pick-up Fees

SHADES of Development closes promptly at 6:00 PM each day. Please make sure your child is picked up prior to 6:00 PM. SHADES charges a late fee of \$1.00 per minute/per child for each minute a child is left at SHADES after 6:00 PM. If your child has not been picked up by 6:00 PM and SHADES can not reach you or your emergency contacts, your child will be turned over to Child Protective Services.

Impaired Pick-Up Persons

Should an authorized adult that is impaired due to drugs or alcohol attempt to pick up your child, SHADES of Development will not release your child. You or another authorized adult will be called to transport your child. Authorized pick-up persons that arrive impaired to the program will lose pick-up rights upon a second attempt to pick up a child while impaired. The police will be called should an impaired authorized pick-up person become aggressive or violent.

Pick-up Rights of Natural Parents

By law SHADES of Development can not deny access to natural parents without a court order. If you have custody restriction outlined by the court, please submit the court order to the SHADES Site Director; otherwise, SHADES of Development is obligated to release children to natural parents.

ILLNESS AND SICK CHILD POLICY

SHADES is concerned with the health and welfare of each child in the program. SHADES does not provide care for sick children. If your child has a temperature of 100.4 degrees or above, diarrhea, head lice, or any other contagious illness, do not send him/her to SHADES of Development. Please help us keep our children healthy by keeping sick children at home. If your child becomes sick while at SHADES, a SHADES staff member will call you to pick up your child. Contagious children are expected to be picked up within an hour of parental contact.

Please remember that children should be symptom free for 24 hours before returning to SHADES. Please call SHADES by 9:00 AM if your child will not be attending SHADES for the day.

MEDICATION POLICY

If your child needs to take any type of medication while at SHADES of Development, Knox County Schools Medication Form must be completed by a physician. This includes prescription and over-the-counter medications. Medication must be given directly to a SHADES staff member and the medication must be in its original container with your child name on the container. The container must display a current expiration date. SHADES can not administer medication without a completed medication form. Remember this includes over the counter medications such as cough drops and medicated ointments. Medication forms are available on our website and at the sign-out area.

EMERGENCY PROCEDURES

SHADES of Development has developed an Emergency Management Plan unique to SHADES—Ft. Sanders. The Emergency Management Plan includes procedures for fire drills, tornado drills, gas leaks, intruders, hostage situations, and bomb threats. Each SHADES site also has staff members that are certified in CPR and 1st Aid. In the event of a facility evacuation, SHADES of Development will evacuate to Ft. Sander Children's Hospital. In the event of an emergency SHADES of Development will activate the Emergency Management Plan. You will be informed of emergencies through the Procure Engage Apps. You will be given a brief description of the situation and you will be instructed as to where and when to pick up your child. For more information about the Emergency Management Plan, contact your program director.

If your child is injured while at SHADES of Development, you will be contacted immediately. If your child requires immediate medical attention, he/she will be transported by ambulance to the hospital indicated on your child enrollment form.

DISCIPLINE POLICY

We feel that all children deserve the opportunity to participate in a safe, healthy, and friendly atmosphere. With this in mind, the school and the SHADES staff have established rules that all of the children are expected to follow. SHADES considers bad language, back-talking, arguing with staff, refusal to comply with program rules, and physical aggression toward children and staff to be unacceptable behavior.

Discipline Policy

1. Rules will be clearly outlined. If inappropriate behavior occurs, redirection will be used to discourage the behavior.
2. If behavior persists, redirection techniques will be used along with a verbal warning for inappropriate behavior.
3. If behavior persists, natural or logical consequences will ensue. *Natural consequences* - something that occurs naturally from a given action. If a child chooses not to eat snack during snack time, he/she may be hungry until dinner. *Logical consequence* - something that occurs due to the rules of social order. If a child throws toys in the room, he/she may be asked to clean the toys up and place them back on the shelves.
4. Co-regulation strategies will be used to help children regain self-control and regulated behavior. Once the child is regulated, the issue will be discussed. Any restorative action will be completed and then the child may return to regular activity.
5. Behavior incidents will be viewed as teachable moments to help students gain skills needed to self-regulate. In the event SHADES can not guide a child to regulation, SHADES has the right to suspend or terminate for violent or flight behavior.
6. Behavior incidents will be tracked on a child behavior log and close parental/guardian communication will be maintained, including formal parent conferences. It is the goal of SHADES to help children gain the skills they need to be successful. School, SHADES and parent collaboration will be used to develop behavior goals and strategies to promote success.
7. SHADES of Development reserves the right to suspend or dismiss children from the program if behavior issues can not be resolved. Please note the SHADES Expulsion Policy available on our website.

TOYS FROM HOME

SHADES of Development makes a special effort to provide games and activities that are appropriate for all of the children in the program; therefore, SHADES does not allow children to bring toys from home. Our “no toys from home” policy eliminates the problems associated with sharing, loss, and theft of personal toys. This policy includes trading cards and other collectibles.

DRESS CODE

SHADES of Development follows the same dress code embraced by the school in which it operates. Please refer to the school handbook for dress code details. SHADES also requires tennis shoes in the gym and on the playground. Children wearing hard sole shoes, sandals, or boots are encouraged to pack tennis shoes in

their backpack. Children will not be allowed to participate in the gym or on the playground without tennis shoes. SHADES will make every effort to provide spare tennis shoes when necessary.

FEES AND PAYMENT POLICY

Although SHADES of Development is a fee-based program, it is the goal of SHADES to serve all children in need of our program. SHADES of Development is partially funded through a 21st Century Community Learning grant for students four and five years old (rising into kindergarten and born on or before August 15). However, your commitment to financially support the program through DHS Child Care Voucher Funding and/or ability to pay is essential to keeping the SHADES Extended Learning program available and accessible to your community.

All eligible families are expected to apply for Families First childcare certificates by contacting Families First at (865) 594-6151. Families requesting scholarship funding will be required to provide proof of DHS Child Care Certificate application denial letter. There will be a minimum \$10.00 per child, per week fee until proof of DHS Child Care Certificate Application is submitted to SHADES of Development.

Financial Assistance

SHADES of Development offers financial assistance to families in need participating in the kindergarten readiness program, while funds last. Financial assistance is based on a rubric coupled with household income. Please complete a SHADES Financial Assistance Form upon enrollment if you feel that you are in need of financial assistance. Families that qualify for financial assistance may receive assistance for registration fees in addition to weekly tuition. Financial assistance is made possible in part by 21st Century Grant Funding. Please complete a SHADES financial assistance form to help SHADES determine your family's ability to pay.

Registration

There is a \$35.00 per child or \$60.00 per family non-refundable registration fee to enroll in the program. A deposit equal to one week of fees is required to register. Deposits are non-refundable, but will be applied to the last week of service. The first step to registering is to complete pre-registration through MyProcure. The link is available on our website, or you can stop by a site location to have a SHADES Administrator help you access and complete the pre-registration through the MyProcure link. Once we have received your pre-registration, you will be contacted to attend an orientation. A deadline to attend orientation and complete and submit all paperwork and applicable fees will be given. Failure to adhere to the deadline will result in forfeiting your child's space and the next family on the pre-registration list will be contacted.

Payment Schedule

Fees are due each Monday. Participants that choose to participate in automatic draft payment methods will be charged each Monday. Please choose the payment method that works best for you if you are participating in Tuition Express.

Late Payment Fees

Although fees are due on Monday of each week, SHADES offers a grace period until 6:00 PM Wednesday of each week to make payments. There is a \$5.00 late payment fee for payments received after 6:00 PM Wednesday of each week. There is also a \$5.00 late payment fee on accounts that carry an outstanding balance. Please help us maintain the SHADES Extended Learning program by fulfilling your financial commitment to the SHADES program.

Late Pick-Up Fees

SHADES of Development closed promptly at 6:00 PM. There is a \$1.00 per minute, per child late pick-up fee for children left in the care of SHADES of Development after 6:00 PM.

Weekly Fee Rates

\$130.00 per week, per child for 5 day weeks

\$115.00 per child, per week for 4 day weeks (Memorial Day, Juneteenth and the 4th of July weeks)

SHADES summer program is a 9 week program. When registering for the program you are committing to all 9 weeks. SHADES of Development offers services at a break-even rate. When you enroll your child in the SHADES Extended Learning program you are contracting service for each week of the summer. Fees are not based on hourly or daily rates; fees are based on an average weekly rate for the summer. SHADES reserves space, staff, snacks, and supplies that must be available each day for your child. Fees are not altered due to absence, illness, family emergencies, or change of plans. Upon registration you may request one week of vacation during which your child will not attend and you will not be responsible for fees. This request must be made during registration and may not be changed after registration. We use this information to plan for appropriate staffing throughout the summer. Please call SHADES by 9:00 AM if your child will not be attending SHADES for the day.

FORMS OF PAYMENT

Electronic Fund Transfers

SHADES of Development recommends electronic fund transfer payments. Electronic fund transfers can be set up to debit your checking, savings, Visa or Mastercard account. With electronic fund transfers payments are debited weekly on Mondays. In the event you would like to prepay or pay a lump sum, you may do so through Procure Engage or by check or money order. Pre-payments will appear as a credit on the account until drawn down by week fee charges applied to your account. Please check with your site director to find out which payment method would work best for you. Simply fill out the electronic transfer form to start the electronic fund transfer process.

Electronic Transfer

Weekly Payers

For weekly payers the transfer will be submitted on Mondays and your account will be debited each Tuesday.

Procure Engage/MyProcure

You may access your account balance and make one-time point-of-sale (POS) payments through the Procure Engage App or through MyProcure. Please see your director if you need assistance accessing Procure Engage or MyProcure.

Declined Electronic Transfers

In the event we receive a declined electronic transfer you will be contacted immediately. Upon notification the amount of the electronic fund transfer and a \$20.00 service fee should be submitted by money order or POS. Accounts that are declined twice during the school year will be required to submit all further payments by money order or POS.

Changing Payment Methods

You may change payment methods upon submitting a request in writing to your site director. The payment method change will take effect two weeks from the date the request was received by SHADES of Development.

Checks and Money Orders

SHADES of Development accepts money orders from customers that do not have checking, savings, or credit card accounts. ***SHADES of Development does not accept cash.***

Returned Checks

There will be a \$20.00 return check fee added to your account should a check be returned for any reason. Return checks balances should be cleared immediately by money order or POS. Two returned checks in one school year will require all further payments be made by money order or POS.

Please be sure to speak with your site director should you experience financial difficulties. SHADES will try to work with you in any way possible. Again we appreciate your commitment to support and sustain the SHADES Extended Preschool program through Families First childcare certificate funds and ability to pay fees.

PARENT RIGHTS AND RESPONSIBILITIES

Parent's have the right to:

1. Know that their child is in a safe environment where they are offered a variety of enriching activities.
2. Know what types of activities are being planned and offer feedback on the types of activities that their child enjoys.
3. Share concerns with the staff and program director at any time about anything that they feel is not in the best interest of their child.
4. Know their child's abilities and achievements while at SHADES.
5. Know if their child demonstrates inappropriate behavior and spend time talking with the staff concerning a solution.

Parents have the responsibility to:

1. Download and login to the SHADES Procure Engage App
2. Let the staff know if their child will not attend for the day.
3. Fulfill their financial commitment to SHADES.
4. Observe the rules of SHADES of Development as set forth in this handbook and any additional policy statements.
5. Share their concerns with staff members and the program director if the program is not meeting their child's needs.
6. Listen to the concerns that the staff members may have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
7. Attend parent conferences if requested by SHADES
8. Share concerns in private in a respectful manner.
9. Check their parent mailbox and Engage messages each day.
10. Read newsletters and statements sent out by SHADES.
11. Know about any change in policy or procedure.
12. Work with SHADES to replace any equipment that their child is responsible for damaging due to misuse.
13. Sign child in and sign child out each day; notifying a staff member when taking a child from the center; and notifying a staff member in writing when another authorized person is picking up their child.

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Children have the right to:

1. Safe and reliable equipment.
2. Use of all age appropriate equipment and space on an equal basis and find equipment where it is intended in functioning condition.
3. Have their ideas and feelings respected.
4. Discipline that is fair, equal, and respectful of them.
5. Express their creative ability.
6. Continue developing their full potential.
7. Have an environment free of hazards.
8. Have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, and dramatic.
9. Have staff members that care about them, enjoy being with them, and help them grow.

Children have the responsibility to:

1. Take ownership of their behavior.
2. Take the consequences for their actions.
3. Respect the rules that guide them through the SHADES day; and control their actions so that they do not harm others in the program.
4. Not willfully destroy or harm any equipment or property in the building and/or not willfully destroy the property of others.
5. Share the equipment and the facility with all children in the program.
6. Stay with a staff member at all times.
7. Dress appropriately for indoor and outdoor play; wearing or bringing tennis shoes each day.
8. Return materials and equipment to its proper place before engaging in a new activity.
9. Carry out an activity that they commit themselves to.
10. Show respect to their peers and the SHADES staff.
11. Do their part to program space neat, clean and organized.

GRIEVANCE POLICY

If during the summer you encounter a situation at SHADES of Development that concerns you, we encourage you to share your concerns with us. We have outlined a procedure for sharing concerns in an effort to help us respond in the most effective manner possible. When you encounter a concern please:

1. Address the concern with the OST Specialist supervising the area where the concern occurred.
2. If you feel you need further information, please schedule a meeting with the program site director and complete a Parent Concern form.
3. If you feel you need further information, please schedule a meeting with a member of the SHADES Administrative Team.
4. If you feel you need further information, please submit the concern in writing to the SHADES Board of Directors.

If you have followed the previous steps, and you feel that SHADES of Development has not adequately handled your concern, please contact the Department of Human Services. SHADES of Development has your child's best interests in mind. We hope that concerns will not arise, but we are realistic about conflicts due to differences in communication styles and parenting styles. We believe that most concerns can be worked out through diligence in pursuing positive communication techniques. Thank you for your cooperation during these times.

SITE CONTACT INFORMATION

Ft. Sanders

Site Directors: Natalie Cross and Jamila Sabino

Site Phone Number: 865-312-4564

Site Email: ft.sanders@shadesofdevelopment.org

Karns PreK

Site Directors: Kirsten Smirl and Aubrey Bernitt

Site Phone Number: 865-690-0906

Site Email: karns@shadesofdevelopment.org