

<b>Administrative Directive Title:</b>  <b>Early Childhood Program Procedures</b>	<b>AD Number:</b> <b>6.2011.1</b>	<b>Adopted:</b> September 2004 <b>Former Descriptor:</b> STU4, STU5, STU33
<b>Policy References:</b> <a href="#">Board Policy 6.2011</a> - Voluntary Pre-K Attendance	<b>Revised:</b> 6/06; 9/11; 4/12; 7/12; 2/14; 6/14; 9/18; 11/24	

1 The district's early childhood education program is designed to provide early learning experiences that  
 2 foster the cognitive, emotional, and physical development of young children. In alignment with State  
 3 regulations and best practices, the procedures governing the pre-kindergarten (Pre-K) program will be  
 4 provided in the district's Pre-K Handbook.

5 **PRE-K HANDBOOK**

6 The Pre-K Handbook serves as the primary resource for families, educators, and administrators regarding  
 7 the structure and operation of the Pre-K program. This handbook will provide detailed procedures on  
 8 enrollment, attendance, curriculum standards, student assessments, and family engagement, as well as  
 9 health and safety protocols, including:

- 10 • Eligibility and Enrollment: All procedures regarding student eligibility, enrollment requirements,  
 11 and priority criteria for participation in the Pre-K program are outlined in the Pre-K Handbook.
- 12 • Curriculum and Instruction: The pre-k curriculum will be based on developmentally appropriate  
 13 practices and align with Tennessee's Early Learning Developmental Standards. Instructional  
 14 practices will be informed by the framework detailed in the Pre-K Handbook.
- 15 • Family Engagement: The district recognizes the critical role of families in early childhood  
 16 education. The Pre-K Handbook includes guidelines for ongoing family involvement,  
 17 communication between school and home, and resources to support student learning at home.
- 18 • Health and Safety: Procedures for health screenings, nutritional requirements, and classroom  
 19 safety protocols will adhere to the standards established in the Pre-K Handbook, with a focus on  
 20 creating a safe and supportive learning environment for all students.
- 21 • Attendance and Transportation: Attendance expectations and transportation options for pre-k  
 22 students are specified in the Pre-K Handbook to ensure consistent participation and access to the  
 23 program.

24 **ANNUAL REVIEW AND UPDATES**

25 The Pre-K Handbook will be reviewed and approved annually by the Curriculum and Instruction  
 26 Department and the Director of Schools to ensure compliance with State regulations. Any changes will  
 27 be communicated to families and staff at the beginning of each school year.

28 **ACCESS TO THE PRE-K HANDBOOK**

29 The Pre-K Handbook will be made available on the district's website and provided to all families during  
 30 the enrollment process. Hard copies will be available upon request.