



Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus – EXTENDED DAY

2. Scope

Clarify operating procedures for M-SCS Early Childhood Division school day

3. Prerequisites

NA

4. Responsibilities

School Principal
Center Director/Manager
Teacher
Family and Community Partnership Manager
Family Engagement Advisor
Family Engagement Specialist

5. Procedure

- A. The standard day for Pre-K students is seven hours, including meals and reclined rest.
- B. The Early Childhood Program does not require or provide extended day services.
- C. Contractors may offer extended day services apart from the mandated seven hours.
- D. Students cannot be denied attendance to the typical Pre-K day due to nonpayment of extended services.
- E. Extended day services for preschool children may be provided at the parents' expense and choice at select sites.
- F. Families can be referred by teaching staff or family service workers to the contractor agency or other early childhood providers in the communities if they need extended day services.

6. References

- Head Start Performance Standards Subpart – B Program Structure 1302.21
- Memphis-Shelby County Schools Board of Education Policy 6060 School Day
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.09 section 1f
- Voluntary Pre-K Scope of Services, H



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7. *Definitions*

- NA