

Welcome to our Childcare Site!

It's that time again! We are so excited to welcome our new parents to our growing childcare family here in Tuscaloosa/ Jefferson County. Thank you to our current enrolled students. We made it through a very hot summer with plenty of rain and lots of learning. We look forward to exceeding your expectations this school year as we transition into our comprehensive academic periods of learning. This mainly affects our older age groups which consist of our toddlers through Pre-K. Our younger age groups will continue to enjoy the creative play environment while focusing on relatable domains of early childhood education.

THANK YOU FOR ENTRUSTING US WITH YOUR LOVED ONES. THEY ARE LOVED BY US AS WELL!

I wanted to address a few areas as we move forward into the school year during yet again... a pandemic crisis! We are adapting as new protocols are released from various agencies that we defer to in times as these. With that being said, please continue to be patient with our staff as some of the faces may change when called for. As you may know, the economy we currently exist in has minimized the pool of applicants we choose from. As a DHR licensed facility, our goal includes exceeding the minimum standards put in place for childcare sites. This includes having the correct number of staff ratios for each class. We are training more than ever before as we are relying on our brave workers to show up every day to do what most learn in a school setting at the university. We have HEROES in our building too! They too go home and pour into their children while dodging the ailments, viruses, colds, and pathogens in every potential hug they receive from our babies here at the center. With that being said...please confirm acknowledgement of the following guidelines. Some are general and some are medically related. Thank you for your cooperation in advance!

-Joseph Moreno

MEMO of UNDERSTANDING: Effective 8/23/2021	Parent Initials	Director Initials
NO LOUD MUSIC. NO SPEEDING. NO SMOKING WHILE UNDER THE KIDDIE PICKUP CARPORT		JM
Tuition must be paid the week before care is administered. Late fees are applied to the account. Balances may not roll into the following month. Thank you for understanding! 😊		JM
Parents are only allowed inside of the building for appointments and scheduled conferences. All interaction will be done via the Center Manager in person, over the phone, or during appointments.		JM
All medicines must be shared with the center manager. Rx Documentation is required as well.		JM
ALL SICK CHILDREN MUST REMAIN AT HOME. PLEASE HAVE A BACK UP EMERGENCY CARE PLAN IN PLACE AS WE MUST PROTECT THE CHILDREN THAT ARE HERE FROM ILLNESSES.		JM
EXPRESS PICKUP: You may text to inform us you are on the way. We will get them ready! This will minimize waiting, allow us to gather their items, and ensure they are prepared for departure.		JM
All students must be present at the center before 10:00 a.m. (Exception: Doctor Excuse)		JM
Disenrollment: All families must submit a notice in writing. Otherwise, two weeks of tuition will be debited on your account plus administrative fees. (Please...just submit a notice should changes occur.)		JM
Teacher Meetings: Staff member meetings can be scheduled using Facetime. Appointment only. This fits within our daily activities during their down time each day. Times vary and are usually between 12:00-2:30		JM
Photography is used to promote quality childcare! Your child may appear in some of our content. Thank you!		JM
Diapering items may be requested as needed. Please supply those materials in a timely manner. Failure to do so will result in the center using the center brands for use during those times.		JM
Breakfast: 8:30 AM Lunch: 11:00 a.m. to 12:00 p.m. Snack: 2:30 Nutrition is a key!		JM
All children must be picked up by 5:30 PM due to our condensed day. Our apologies...COVID restrictions.		JM
ALWAYS MAINTAIN A HEALTH CHANNEL OF COMMUNICATION ABOUT ANY ISSUE THAT MAY ARISE. 😊		JM
We follow the "TUSCALOOSA COUNTY" CLOSING PROTOCOL as it relates to all weather-related closings.		JM
The center is not responsible for lost items that you send to the school. Toys, electronics, jewelry, accessories, etc. Please leave all non-education related items at home. Assignments may call for exceptions.		JM
NOTIFY US OF ANY NEW INFORMATION PERTAINING TO YOUR CHILD. ILLNESS, ALLERGIES, MEDS, ETC.		JM
You may contact the owner by texting or calling: 205-765-3080 Please give him time to respond.		JM
PLEASE CONTINUE TO SHARE INFORMATION ABOUT OUR CENTER TO YOUR FRIENDS AND SOCIAL MEDIA! 😊		JM

PLEASE RETURN TO THE CENTER

PLEASE RETURN TO THE CENTER

We look forward to this school year being extra dynamic! Although we are still plagued with the interference of Covid-19 restriction and now additional virus implications, we will overcome it all while focusing on educating your child! Our goal is to maintain a healthy channel of communication as we practice our version of social distancing as it relates to childcare. We do this by implementing a safe zone for our children. This included parentless hallways, correct enrollment numbers, health and safety training with our staff, and classroom zoning for the appropriate ages of minimal integration. We miss the conversations and feedback we receive throughout the year! Please continue to do so via text, email or phone! While focusing on the growth of your child, please share with us the following as we transition into a digital form of communication through a software program known as I-CareSoftware.

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Please share with us some of your expectations for this school year:

Share us with us some of your concerns with commercial childcare in general:

What part will you play to ensure your child's needs and goals are exceeded?

What areas in your child's growth development do we need to focus on? What concerns you?

These are the domains we focus on as a center. There are age-appropriate tasks and activities we focus on each day. How will you help us at home as we create a bridge from the center to your home? Please list one task in each domain.

DOMAIN	
Physical Health and Motor Development	
Social and Emotional Development	
Language Development	
Literacy	
Cognitive Development	
Mathematics	
Science	
Social Studies	
Creative Arts	

CONTACT INFORMATION

Director: Joseph Moreno aka Mr. "Reno" 205-765-3080 TEXT/CALL/EMAIL
INFO@ACAALABAMA.COM

Teacher:

YOUR CHILD'S FIRST WEEK WAS AWESOME!

Favorite Color: _____ 😊

Favorite Activity so far: _____

Behavior: _____

Domains of Early Childhood Education we will crush this year!

Physical Health and Motor Development
Social and Emotional Development
Language Development
Literacy

Cognitive Development
Mathematics
Science
Social Studies
Creative Arts

Favorite Food so far: _____

Personality: _____

Something special I noticed! _____

Please continue to communicate and participate throughout the school year!
Stay tuned for a parent's meeting in the near future!

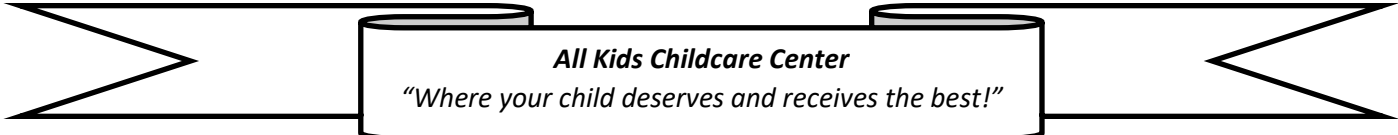
Sign in and out each day please!

Tuition is due the previous Friday care is given.

We follow the COUNTY SCHOOL SYSTEM for WEATHER CLOSINGS.

Month:

Please participate in the activities with your children! Building a bridge from the center to the home is important to your child's success!



COLOR LETTER NUMBER SHAPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	Please return homework to school.	_____	_____	_____
	_____		_____	_____	Wear something RED to school today!
COLOR LETTER NUMBER SHAPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	Please return homework to school.	_____	_____	_____
	_____		_____	_____	Wear something BLUE to school today!
COLOR LETTER NUMBER SHAPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	Please return homework to school.	_____	_____	_____
	_____		_____	_____	Wear something YELLOW to school today!
COLOR LETTER NUMBER SHAPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	Please return homework to school.	_____	_____	_____
	_____		_____	_____	Wear something GREEN to school.
COLOR LETTER NUMBER SHAPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	Please return homework to school.	_____	_____	_____
	_____		_____	_____	_____

Parents, please initial inside each box that has corresponding assignments. Please DO NOT remove from their folder. 😊

We are continuing to focus on the following domains: Social and Emotional Development Cognitive Development Physical Health and Motor Development Language Development Literacy Creative Arts Social Studies

SPECIFIC CONCENTRATION INCLUDES: *Following 1 part and 2 part directions. Appropriate use of school tools. Class rules.*

ALL KIDS CHILDCARE CENTER CODES: 😊 Had an awesome day! 😐 :! Could do better! 😞 Needs Improvement!

1. Follow Directions	2. Speak kindly and quietly	3. Keep hands, feet, and objects to yourself
A. Not doing classwork B. Not paying attention	A. Talking while teacher is talking	A. Rough housing
C. Out of sat D. Playing in the restroom	B. Interrupting or blurting out	B. Hitting, pinching, kicking
E. Playing during rest time.	C. Using loud voice after reminders	C. Biting other students
F. Had to be repeatedly told to do something	D. Unkind behavior towards others	D. Taking other's belongings
G. Not following everyday procedures	E. Disrespectful or inappropriate behavior	E. Throwing sand or mulch on playground
		F. Unsafe behavior/Harmful to others

ALL KIDS CHILDCARE CENTER 231 MCFARLAND BLVD NORTHPORT AL 35476
A+ ACADEMY 2015 28TH AVENUE TUSCALOOSA AL 35401
JESUS CHRISTIAN DAYCARE AND SCHOOL 1732 11TH AVENUE BESSEMER AL 35020

WEBSITE: WWW.ALLKIDSCHILDCARE.COM

PHONE: 205-765-3080

Overview



Our childcare sites proudly serves the wonderful families of Alabama! We pride ourselves on utilizing the most influential childcare methods to ensure our children benefit the most. The Montessori,

High Scope, Bank Street, Waldorf are just a few methods we apply each day. We have teamed up with non-profit organizations and businesses to sponsor programs at the centers. These partnerships allow the center to offer discounts in the form of scholarships to the hard working citizens of Alabama. The hours of operation are from 6:00 a.m. to 6:00 p.m. The operating days of the center are Monday through Friday. There are plans for the center to add night care to serve the needs of Alabama. citizens.

Leadership



The child care center's director is the founder and owner Mr. Joseph Moreno of Hueytown Alabama. Mr. Moreno graduated from the University of Alabama at Birmingham with a degree in Marketing and Psychology. He later obtained his early childhood certifications from Lawson State Community College. His roots for helping others reach far beyond early child care. As a financial consultant, Mr. Moreno specializes in insurance and retirement for families and small businesses. After moving to Tuscaloosa and working as college admissions counselor, he decided to open a child care center to address many of the issues he saw in the young adults he enrolled. Mr. Moreno's staff is comprised of business professionals, college graduates, seasoned members of the community, and eager volunteers.

Our Students

Our students are the focal point and purpose of the programs we have in place!



- *A+ Academics * Full USDA Child Nutrition Food Program * Full Day Program
- * After Care Programs * Parent Camera Systems * Scholarships
- * Multimedia Learning Curriculum * Toddler Homework * CPR Certified Staff
- * Parent Dinners * Home to School Bridge Programs * Big Brother Initiative
- * Tuition Assistance Programs * Field Trips * Arts & Crafts * Spanish Intro



A+ Academy Childcare Center



RECEIPT OF HANDBOOK

(205) 701-KIDS



2015 28th Avenue Tuscaloosa AL 35401

I _____,
have received the Childcare Parent Book and additional A+ handouts.

**PARENT
INITIALS HERE**

Waiver	_____
Payments and other cost	_____
Enrollments, Confidentiality, Supplies	_____
Holidays, Vacations, Alternate care	_____
Under the influence & Termination	_____
Nutrition, Naps & SIDS	_____
Daily schedule & Activities	_____
Illness Guidelines	_____
Medications	_____
Discipline & Positive Guidance Techniques	_____

HANDOUTS:

Rate Sheet	_____		
Daycare House rules	_____		
Emergency Plans	_____	Calendar	_____

This is to verify that I have read my center's handbook.
I agree to comply with the policies outlined in the parent handbook.

SIGNED: _____

DATED: _____

SIGNED: _____

DATED: _____

Thank you,

PROVIDER: _____

DATED _____



DISCIPLINE & GUIDANCE

DISCIPLINE

We believe discipline should be used to teach a child. The children are explained the rules of the child care home frequently so that all know the guidelines. Once a child understands the rules and obeys them, the following techniques are used and as a last resort a conference will be called with the parents. If problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

POSITIVE GUIDANCE TECHNIQUES

1. **Ignoring:** Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.
2. **Redirection:** We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
3. **Verbal Intervention:** We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation with words.
4. **Logical Consequences:** We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.
5. **Take a Break:** The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If Take a Break occurs constantly or not working child's parent will be asked to come and pick up the child.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive the praise. Asking a child to stop and think about their behavior enables the child to work at self-control.

Time outs are used as a last resort. The length of time outs are based on the child's age. Each attained year in age will coincide with the appropriate time out in minutes.

Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishments for lapses in toilet training and other forms of physical punishment are PROHIBITED.



MEDICATIONS

Before we can administer any prescription or non-prescription medications to your child you will need to do the following:

1. Keep them home for 24 hours after the first dose ~ for possible allergic reactions
2. Sign a Medication Authorization Form

All medications must be brought in the original container with the following information on the label: Child's name, Prescription name, Doctors name, dosage, Pharmacy name and phone number, Instructions for administering, & dates the medication is to be used for.

Non prescribed medications may include but are not limited to:

1. Antihistamines,
2. NON-aspirin fever reducing/pain reliever
3. Decongestants
4. Anti-itching ointment or lotions
5. Diaper rash ointments or lotions
6. Sun screen
7. Cough syrup
8. Teething gels
9. Insect repellent

These must be sent in original containers. If any of them will be taken differently than indicated on the labels or for more than 5 days, we will need a note from the physician.

If you fail to bring your child's prescribed medication to daycare you will be asked to go home and get it, or take the child home and give them the required dosage.

We have a medication log that you can review at any time to see when your child was given his/her medications. Plus a note giving the times and dosage administered at daycare will be on your daily reports.

If a child will be on long terms meds, or as needed medications like asthma inhalers, a note from your doctor will be required to put in our files.

Medications that are not being used must be sent back home. Only asthma type medications can be kept here to be used when needed.



ILLNESS GUIDELINES

Promoting good health and safety is a goal at daycare. To prevent the spread of childhood diseases and illness, please do not bring your child that is ill to the daycare.

THE
Each child is required BY STATE to have on file a health statement signed by a doctor, and immunizations all updated. I require children have all immunizations to attend here.

Joseph Moreno

If your child comes down with a communicable disease you need to notify me right away and in turn I must notify other parents and the Tuscaloosa County Health Department.

Children with a contagious illness will not be allowed in daycare until they are properly medicated. A child must be on the antibiotic 24 hours before returning to the daycare.

Our center's staff will exclude any child who exhibits any of the following:

1. Fever of 100 degrees or higher. (Needs to be fever free for 24 hours) WITHOUT THE USE OF A FEVER REDUCING MEDICINE
2. Diarrhea (2 or more stools while here that differ from normal bm) *
3. Vomiting (2 or more times during the day) *
4. Draining rash anywhere on the body - must be gone before returning
5. Eye discharge - Pink eye or from a cold- must be gone before returning
6. Lice or nits - can return only after being free of them for 24 hours *
7. Communicable disease: chicken pox, measles, etc. must be gone before returning to daycare
8. Consistent complaints of ear, stomach or head aches, or other pain
9. Any color of nasal discharge, it must be clear before returning to daycare unless it is a severe clear runny nose, then they need to remain home until it becomes a mild runny nose - wiping it less than every 15 minutes or so.
10. Severe coughing- congested, with phlegm, gets red in the face, gags, throws up, or high pitched whooping or croup sounds - must be mild before returning to daycare

Even a child that is too tired to participate in normal daily activities or requiring more attention than usual should be kept at home. Example, excessive runny nose: I would have to be constantly wiping the nose, washing my hands and the child's hands, and any toys they may have touched as well. This is taking more time than usual and away from our daily activities and the other children. Please call ahead if you are unsure on whether to bring your child here, let me be the one to decide. Please always have an emergency child care plan in place.

- **Before returning your child to daycare they MUST BE free of all symptoms for 24 hours from the last onset of symptom.**



SCHEDULE

Children need a simple routine to follow. This helps them learn and anticipate what comes next. This is subject to change from day to day depending on the children's interest and of course the weather.

6:00 - 9:00 AM	Arrival Time PLEASE DO NOT BRING THE CHILDREN AFTER 9:00 AM
7:00 - 7:45	BREAKFAST
8:00 - 9:00	Free Play ~ and Individual Skill Time
9:00- 9:30	Circle time: calendar, shapes, colors, a short story, music, etc..
9:30 - 10:00	SNACK
10:00 - 11:00	Outdoor play weather permitting or learning centers & craft time
11:00-11:30	Quiet play - puzzles, books, and file folder games, etc.
11:30 - 12:15	LUNCH
12:00 - 12:30	Clean up, brush teeth, potty & diaper changes
12:30 - 2:30	REST TIME
2:30- 3:00	Wash up for snacks, quiet play
3:00 - 3:30	SNACK
3:30 - 4:30	Outdoor play, large group activities, clean up children for pick up
4:30 - 5:00	Individual quiet play/activities, playdoh, file folder games, etc
5:00 - 6:00	Group Activities / Student Pickup

Please make sure your child is dropped off and picked by your contracted time. We plan our day/activities according to the children that will be here. If you are going to be **more than 30 mins late** please call. Other wise we may be gone from the daycare premises assuming your child is not coming that day.

DAILY ACTIVITIES

Our day will consist of one or more of the following: Use and develop of language skills, use of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor and outdoor activities pending the weather, active and quiet play, individual and group activities. This will all help in learning new ideas and skills, be exposed to a variety of cultures, and protect them from excess fatigue and over stimulation.

The Value of Play: Play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work very hard at it! From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children's skills, teaches them to relate to their peers, and develop their own personality. Children have a profound need to play, climb, and run, use their Imagination, test themselves and challenge others, and above all to enjoy themselves.



NUTRITION

Food for the children in daycare is more than just balanced meals and nutritious snacks; it is a vital part of each day. This is a great time for learning manners, socializing with other children, and talking about the day. Each meal served will meet all of the nutritional requirements, and snacks will include 2 items from the 4 food groups. We participate in the **USDA** food program. Weekly menus are on posted on the parent board and sent out via email.

We serve two meals and two snacks a day therefore; there is **NO** need to bring food with your child to daycare. If your child has any food allergies **PLEASE** make sure to put this on their enrollment form and bring substitute foods needed for them. A doctor's note must be signed and kept on file.

EATING SCHEDULE

Breakfast is served from **8:30 AM TO 9:30**

Lunch is served from **11:00 AM TO 12:00**

PM snack is served from 3:00 pm to 3:30pm

(After school children will be fed when they arrive.)

NAPPING/REST TIME

It is required that all children under the age of 5 and in care for more than 4 hours have a rest time. We will provide children cots to sleep on. You may send a blanket to the center if you choose.

Children that are not sleeping after $\frac{1}{2}$ hour rest can get up to have quiet play, like books, puzzles, coloring, etc. If your child falls asleep they will be allowed to sleep for the entire nap time.

1. Children that are one years old will be placed on their backs to sleep.
2. **NO** Pillows or comforters. Only a thin receiving blanket will be used, the infant will be placed at the foot of the playpen with the blanket tucked into the mattress and reaching only as far as their chest.
3. The infant's head shall remain uncovered at all times



INFLUENCE OF DRUGS/ALCOHOL

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child.

If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.

COMMUNICATION

Each month you will be sent via email a newsletter and calendar. Each week a menu and our activities/songs/finger plays will be sent by email as well. A daily report is emailed during nap time to let you know what we have done for the day. Please check your email often for these items. If you don't have access to a computer please let me know, and we will print off what you need. If you need to call me, please keep in mind that the children are our top priority and you might get the answering machine, we will return your call as soon as possible.

Conference can be scheduled at any time by either the parent or provider. Also I can be reached in the evenings or on my cell phone if you need to discuss something with me.

Keeping the lines of communication open between us is in the best interest of your child. Letting each other know important information about your child and family is essential to us providing the best possible care for them.

TERMINATION

Each center requires a 2-week written notice prior to termination. At this time your last 2-weeks payment will be due whether your child attends or not. Terminations will not be accepted during a family or providers vacation time. We also reserve the right to terminate immediately or at any time for, but not limited to:

1. Failure to pay fees on time
2. Failure to comply with policies
3. Failure to attend regular hours as scheduled per signed contract
4. Lack of parental co-operation, communication, or respect for my business or my family.

We will work with you and your child as much as possible but ultimately we cannot put our business, the other children in our care, or our family in a compromising situation.



HOLIDAYS & VACATIONS

Our centers will be closed for all of the following holidays: New Years Day, Memorial Day, July 4th, Labor Day, Memorial Day, Thanksgiving Break (Thanksgiving and the following Friday) , Christmas Eve, Christmas Day. Please make arrangements for care on these days. This is tentative as each center will notify the parents in case of any changes in a timely manner.

Each center operates on a yearly budget. Therefore, parents are responsible for tuition rates regardless of daily attendance. As a parent, you are paying for a slot. In order to keep your tuition rate consistent, you must pay on time. Paying on time will omit you from accruing late fees. Late fees are 15% of the tuition rate. You may submit a two week notice to the center to inform them of disenrollment. Otherwise, all sick days, off days, vacation days have already been considered into the calculation of your child's tuition. Failure to cooperate will result in your child being placed on the DO NOT ATTEND list and or garnishment procedures.

VERY
IMPORTANT

The operating expenses of **EACH CENTER** are the same whether you bring your child or not. Therefore no deductions in the weekly fee will be made. We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illnesses involving either party.

ALTERNATE CARE

In the event that daycare is closed it will be your responsibility to find alternate care. It is also a good idea to have alternate care for your child in case they are too ill and cannot attend daycare. **It is very important to have an emergency childcare plan in place.**

ARRIVALS AND DEPARTURES

Our center's accept full responsibility for your child once they are dropped off and signed in until they are signed out. So please make sure that we are aware that your child is being dropped off or picked up. Do not just leave without someone acknowledging you. Please call us if your child will be late or not attending for that day, otherwise we will call you within one hour of your regular drop off time. We will keep a log of the calls we have to make to you and if this becomes a problem it will result in termination.

Children should arrive at daycare with clean clothes (not pajamas), diapers, hair, face & hands, including fingernails cut, and ready for the day.

When dropping off or picking up children, remember to sign them in or out in the SIGN/IN OUT BOOK and put their belongings away.

We cannot release your child to anyone NOT listed on the enrollment form with out prior approval from you. You need to let me know if someone other than you will be picking them up, and they need to have a PICTURE ID with them.



ENROLLMENTS

Enrollments are based on space available. The following forms will need to be returned prior to the first day of attendance or brought with you on the first day.

1. Enrollment form
2. Health History
3. Immunization form/ **Blue Form**
4. Parent & Provider Contract signed and dated - after 2 week trial period
5. Verification of policy handbook initialed and dated
6. Transportation authorization
7. Intake for child under 2 years of age
8. CACFP food program enrollment form
9. Enrollment fee due with packet,
10. 2 week's payment due prior to child starting. May be waived based on circumstances.
11. Health check form

TRIAL PERIOD

There is a two-week trial period for each family. Either party may terminate this agreement within this period, via phone, in person, or letter, with or without cause. **NO REFUNDS** will be given during this time. After the initial trial period a 2 week written notice with pay will be required to terminate care.

CONFIDENTIALITY

All of the above information will be kept confidential and will only be released to authorized persons such as but not limited to: State licenser, police department, Health and Social services, and my backup provider.

TRANSPORTATION/FIELD TRIPS

By signing the contract and enrollment form you are giving your child permission to be transported as needed in case of an emergency only and allowing them to participate in all activities at the daycare whether on or off premises.

SUPPLIED BY THE PARENTS

Breast milk, formula, bottles, diapers, pull ups, , small blanket, & pacifiers are to be supplied by the parents. Weather appropriate attire shall be kept at the daycare as needed: swim suit, light jacket, snow gear-hat, boots, mittens, snow pants and heavy jacket.



HOURS OF OPERATION

TRADITIONAL HOURS
Our hours of operation are from **6 AM to 6 PM**
MONDAY-FRIDAY

EACH CENTER MAY BE AFFECTED
DUE TO THE INFLUENCE OF THE PANDEMIC
*CONTACT CENTER FOR SPECIFIC TIMES

RATES

Level(s) of Care Provided	Full-time Weekly Rates (for care averaging more than 25 hours per week)	Part-time Weekly Rates (for care averaging 25 hours or less per week)		
		Normal	Before/After School	Other
Infant/Toddler (Under 2 ½)	\$ 150.00	\$100.00	XXXXXXXXXX	
Preschool (2 ½ to School-Age)	\$ 150.00	\$100.00	\$50.00	
School Age	\$ 150.00	\$100.00	\$50.00	

Checks, cash or automatic deposits from your bank, will be acceptable methods of payment
If return checks become a problem then I will require cash payments there after.

Payments are all on a prepaid basis; and due every Friday before the care week. Anything past that time will be considered late, including weekends, and holidays. All payments are appreciated prior to you or I going on vacation, or a holiday, post dating a check is fine. IN the event of illness, payment is due when daycare continues.

ADDITIONAL COST TO YOU

Library books: if they become lost, torn, or destroyed, beyond repair, while you have them checked out, you will be responsible for the replacement cost or one similar to it.

Anything broken as a direct result of child misbehaving the parents will pay full replacement costs of the item(s).

Small claims court fees, my lawyer fees, and any other miscellaneous fees, will be charged to your account if we have to settle a payment dispute this way. This also includes all applicable late charges.

DAILY FEES

As of 9/1/2021 we will no longer allow daily fees. In emergency cases only, The daily drop in must be approved 24 hours before care is allowed. Contact the office for scheduling any such care. 205-765-3080. Due to the pandemic, it's not feasible for part time slots at this time.

TAXES

A W-10 form will be given to you by January 31.



OUR PHILOSOPHY

We believe that self-esteem is the critical component to optimal growth in your children. In order for a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in other areas of development.

Just how well children learn to get along with others depends, to a large extent, on how they feel about themselves. If the adults who care for them have helped them to feel they are valued and competent, children are likely to be relaxed and friendly with others. Play is the way children learn about their world, themselves, and others, and the way they develop the skills and knowledge they will need to succeed in their lives. All children learn and grow in their own special way.

"Kids will be kids, and to be a kid they have to play, to play they sometimes get dirty, when they get dirty it means they are having fun, and when they have fun I have done my job!"

MISSION STATEMENT

We are committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are building socialization and self help skills that build up their self esteem, which is needed to succeed in all areas of life.

OUR VISION

Every child/family that comes through our doors will be treated with love and respect so that when they leave here they will be able to pass on the love and respect to others that they were shown.

RELIGIOUS PRACTICES

We sing songs about Jesus and the Bible, read Bible stories, and even pray for boo boo's as needed. We also say grace before we eat. If you have any objections to your child participating in any religious activities, please let us know so that other arrangements can be made for your child during this time.

POTTY TRAINING

We require pull-ups to start potty training with for sanitary reasons. Then after 2 full weeks of being accident free **and** can tell me they have to go they may try regular underpants. Please make sure they have enough change of clothing here during this time. Also make sure they are wearing clothes that are easily pulled up and down. **No** overalls, belts, onesies, zippers. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves.



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WELCOME

205-765-3080 NEW CONTACT NUMBER

Our director is Mr. Joseph Moreno. We can be reached by calling
or email us at: INFO@ACAALABAMA.COM Thank you for allowing us to work
with your wonderful children. Feel free to contact us at any time.

DISCLAIMER

NO enrolled child or their family will be discriminated against on the basis of Age, Race, Color, Sex, Creed, Handicap, National Origin or Ancestry. By turning in the application you are agreeing to allow your child to be photographed and possibly displayed in our materials. Should you choose to disagree, please submit this request to the center's staff in writing.

OPEN DOOR POLICY

We carry an open door policy - you may stop by at any time to observe your child. Unless there is a court order in place, then access would be restricted. Just remember that visitors have an impact on the child's behavior and they may "act up" while you are here. Also if your child is having separation problems, it might make it difficult for them when you leave.

WAIVER

"Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect". If we do not exercise a right that is provided by this agreement that does not mean that we have given up that right. And failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract.

A+ Academy reserves the right to make any policy or financial changes at anytime when it is in the best interest of the daycare and will not compromise the quality of the children's care. Any changes will be given a two-week notice.

PLEASE CONTACT US FOR OUR COVID-19 HEALTH GUIDELINES

PLEASE
WRITE
CLEARLY

Mom's Name: _____ Dad's Name: _____
 Mom's Email: _____ Dad's Email: _____
 Start Date: _____ Pickup Time: _____
 Meals Received: Breakfast, Lunch, Snack Drop Off Time: _____

H. Child's preadmission record

DHR-CDC-739
Revised 1/06

CHILD' S PREADMISSION RECORD

This section is to be completed by the child's parent or guardian. This form must be kept in the child's file in the Child Care Facility (home/center).

Child's Name:	Name child is known by:
Child's birthdate:	Child's home address:
Name(s) of parent(s)/guardian(s):	Home telephone number: ()
Address of parent(s)/guardian(s):	
Mother's employer:	Father's employer:
Employer's address:	Employer's address:
Employer's telephone number: ()	Employer's telephone number: ()
List telephone numbers such as beeper, cellular phone, etc.	Instructions regarding how parent/guardian may be reached in an emergency:

Person(s) to be contacted in an emergency if parent(s)/guardian(s) cannot be reached:

Name	Relationship to child	Address	Telephone number

Name of child's doctor:	Address:	Telephone number: ()
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Emergency Authorization:

I give permission for the child care facility to obtain emergency medical treatment, including emergency transportation, for my child if I cannot be reached immediately. I agree to be responsible for any emergency medical expenses incurred. *(If parent/guardian refuses to sign, instructions must be attached stating what procedure the facility is to follow in an emergency.)*

_____/_____
 Signature Date

Form not valid without signature of child's parent/guardian
Page one of two-form not valid without second page

Describe any special needs or instructions below:

Person(s) the child may be released to:

Name	Relationship to child	Address	Telephone number

I understand that the Department of Human Resources does not inspect activities away from the child care facility (home or center). The licensee of the child care facility assumes full responsibility for such activities.

_____ / _____
Signature of parent/guardian *Date*

I give permission for my child to participate in:

(Circle yes or no and sign each line)

Activities away from the facility:	yes	no	Signature of parent/guardian	Date
Transportation provided by the facility:				
Swimming/wading activities provided by the facility:				

Form not valid without signature of child's parent/guardian in each space indicated above.

This section is to be completed by the facility's staff.

Child's first day of attendance: _____ Child's withdrawal date: _____

Additional information may be attached.

CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care) FY: _____

Part 1. Enrolled Children: list names of all enrolled children				
Names of all enrolled children: Use additional pages if necessary (First and Last)	BIRTH DATE MM/DD/YYYY	CHECK IF IN HEAD/EVEN START	CHECK IF FOSTER CHILD	CHECK IF HOMELESS CHILD
	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 2. Benefits: If any member of your household received SNAP or TANF assistance, provide the type of benefit and case number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**
 TYPE OF BENEFIT: _____ CASE NUMBER: _____

Part 3. Total Household Gross Income —You must tell us how much and how often					
A. Name – First and Last (List only household members not listed in Part 1)	B. Gross Income and how often it was received				
	<i>For example \$200/week or \$150/twice a month</i>				
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. Other Income	5. Check if no income
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>

Part 4. Signature and Last Four Digits of Social Security Number (Adult must sign) - An adult household member must sign this form. **If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the “I do not have a Social Security Number” box.** (See Privacy Act Statement below)

I certify that all information on this form is true and that all income is reported. I understand that the center will get Federal funds based on the information I give; that center officials may verify the information on the form; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

Sign here: _____ Print name: _____ Date: _____

Last four digits of Social Security Number: - - _____ I do not have a Social Security Number

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Part 5. Participant’s ethnic and racial identities (optional)	
Mark one ethnic identity:	Mark one or more racial identities:
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Black or African American <input type="checkbox"/> Other

Don’t fill out this part. This is for official use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Household size: _____ Total Annual Income: _____ SNAP/TANF Household: _____

Determination for: Free Meals _____ Reduced-Price Meals _____ Paid Meals _____ # Foster free _____ # Head/Even Start Free _____

Homeless Free _____

Determining Official’s Signature: _____ Date: _____

CHILD CARE FOOD PROGRAM

(Household Letter for Non-Pricing Programs in Child Care Centers)

To: **The Household Member**

From: **The Official Representative of the Sponsor** _____

(Name of Center or Organization) _____

Please help us to comply with the requirements of the USDA Child and Adult Care Food Program (CACFP). The information requested on this [Income Eligibility Form \(IEF\)](#) is necessary in order for us to receive reimbursement for meals served to participants in our center. The form will be placed in our files and will be treated as confidential information.

INSTRUCTIONS FOR COMPLETING THE INCOME ELIGIBILITY FORM

PART 1 - ENROLLED CHILDREN: Print names of all children in household who are enrolled in the center. List the date of birth for each child. If a child is enrolled in Head Start or Even Start, is a foster child or the legal responsibility of the Welfare Agency or a court, or the child is homeless, indicate by marking the appropriate box.

PART 2 – IF ANY MEMBER OF THE HOUSEHOLDS RECEIVES SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) OR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF):

1. List the type of benefit SNAP or TANF.

2. List that person's current SNAP or TANF case number.

3. Sign the form in PART 4. An adult household member must sign. SKIP PART 3

PART 3 – HOUSEHOLD INCOME

1. List the names of all household members not listed in part one. Include yourself, children not enrolled in the center, your spouse, grandparents, and other related and unrelated people in your household. Use a separate sheet of paper if you need more space.
2. Write the amount of income each person now receives on the same line as their name, how often the person receives it, such as weekly, every two weeks, twice a month or monthly, and where it comes from. Income is all money before taxes or anything else is taken out. If any amount last month was more or less than usual, write that person's usual monthly income. If any of the household members receive no income, check the box in the last column.
3. Complete PART 4.

The participant in the day care facility may qualify for free or reduced priced meals if their household income falls within the limits on the current Evaluation Sheet for Income Eligibility.

PART 4 - SIGNATURE AND SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE THIS PART

1. An adult household member must sign the form.

2. The form must have the last four digits of the social security number of the adult who signs **if part 3 was completed**. If the adult does not have a social security number, select the box indicating this. If all children in a family are foster children, a social security number is not required.

PART 5 – ETHNIC AND RACIAL IDENTITY: This information is requested solely for the purpose of determining compliance with Federal civil rights laws and will not affect your approval. If you do not mark this, a visual identification will be made and recorded.

Confidentiality: The information on the application is used only to determine eligibility for free or reduced-price meals and to verify eligibility.

The information reported on this form is valid for one year. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

Non-discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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