



# A+ ACADEMY



## AN ALABAMA AMBASSADORS ORGANIZATION

We are honored that you have become a part of the Alabama Ambassadors Family, the governing non-profit organization of: A+ Academy 1 /2/3, All Kids CDC and the JCDS family.

We share a small amount of your child's life and are privileged to be given the opportunity. Our goal is to have an impact on our students' lives educationally, emotionally and socially so they are provided with a strong foundation for their educational career.

We look forward to working as a family to help each child reach goals that are set for them throughout their time here with us. We strive not only to provide a challenging academic program but a secure, personal environment of care for each individual student.

We hope that we can exceed all of our families' expectations and want to take this time to personally welcome your family to our organization!

### Contact Information

Corporate Mailing Address: P.O. BOX 941 BESSEMER AL 35210

CHILDCARE SITE LOCATIONS:

SITE NAME	ADDRESS	ACCEPTS CMA
A+ Tuscaloosa Weeping Mary Location	2015 28 <sup>th</sup> Avenue Tuscaloosa AL 35401	YES
A+ Tuscaloosa Hay's Court Location	4415 18 <sup>th</sup> Street Tuscaloosa AL 35401	YES
Jesus Christian Daycare and School	1732 12 <sup>th</sup> Avenue N. Bessemer AL 35020	YES
A+ Academy Five Points West	2712 31 <sup>st</sup> Street Ensley Bham AL 35228	YES
A+ Academy Thomas (Two Sites)	833 8 <sup>th</sup> Street Thomas Bham AL 35214	YES

MARKETING LINE (ENROLLMENT FOR NEW PARENTS: 205-701-KIDS

CENTER LINE: CONTACT CENTER MANAGER FOR CONTACT NUMBER

Corporate Email Address: [Info@AcaAlabama.com](mailto:Info@AcaAlabama.com)

CENTER MANAGER EMAIL(All center business): [APlusCenterManagerAlabama@gmail.com](mailto:APlusCenterManagerAlabama@gmail.com)

Operational hours: 6:00am to 6:00pm Director Business Hours: 8:00 am to 5:00 pm

DIRECTOR CELL PHONE EMERGENCIES ONLY: 205-765-3080- Mr. Joseph Moreno

PLEASE CONTACT YOUR CENTER MANAGER FIRST AS MOST INQUIRIES AND CONCERNS ARE ADDRESSED BY THE ADMINISTRATION AT THE SCHOOL IN CONJUNCTION WITH THE DIRECTOR IN THE ROLE OF SUPPORT. CONTACTING "YOUR CENTER MANAGER" IS THE FIRST STEP IN ALL SITUATIONS AS IT RELATES TO YOUR ENROLLED STUDNET..

Referral Number/Marketing Hotline for New Potential Enrollees- (205) 701-KIDS

# A+ Academy

## JESUS CHRISTIAN DAYCARE AND SCHOOL

### Rates and Billing Information

**\$100.00 Registration Fee per child**

Registration Fees are due at the time of registration.

Annual registration fees are due each August.

**FLAT RATES FOR ALL AGES**

<u>Weekly Rates</u>	<u>Monthly Rates</u>
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1 Child	\$199.00	\$650.00
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**VERIFY YOUR CHILD'S CHARGED TUITION RATE AS THESE ARE SUBJECT TO CHANGE.**

All payments are due on the Monday before the week of care is provided. You have the entire week to make your payment. If you have a balance going forward to the next week, you will receive a late fee penalty of \$25.00. If you need an arrangement to pay, contact us before the week of care is provided.

We are open from 6:00am-6:00pm. You may have a 9.5 hour slot selected for your plan of care. **If you are late picking up your child, the fee that will be billed to your account will be \$1.00 per min per child, for the first 30 minutes. If you have not picked up your child by 6:30, there will be an additional \$15.00 charged. Per state licensing regulations, we ARE required to contact local authorities for child abandonment. THIS CAN CREATE A COURT CASE.**

We also reserve the right to withdraw any student due to lack of payment of late fees. If withdrawn, registration fee will need to be paid again. If you receive any type of subsidy for childcare, you are responsible for the parent fee if this applies to you. You are also responsible for **scanning** the QR CODE EVERYDAY for us to receive payment from the state and to prevent you from being held responsible for paying the full tuition amount. If you receive full-time care, then your child needs to be here full time unless sick or has a pre-approved absence. This program has a very strict attendance policy. Please be responsible.

## **What do you need to enroll in our daycare center?**

1. Complete and return the Pre-Admission Form and signed Attestation page from this handout.
2. Fill out and turn in our CACFP Income Eligibility Form.
3. **Pay your registration fee and first week's tuition.**
4. Bring a blanket/sheet combo or nap mat for napping.
5. Bring diapers, wipes, pull-ups, and 2 changes of clothes (seasonal).
6. **LABEL EVERYTHING PLEASE!!!!** If you don't, we will write their name on it, if time permits. We have 50-150 students in this facility at any given time and many of them have the exact same jacket, backpack, nap mat, blanket, bottle or sippy cup.
7. Please notify us of any allergies your child may have and make sure you fill out the allergy form and turn it in.
8. For any medication brought into the facility, you must fill out and sign a DHR Medication form, even for over-the-counter medicine such as diaper rash creams/ointments. This must be done each time it is asked to be applied or given.
9. Make sure you provide a valid email address for billing and please keep your contact information up to date as it changes. You must register with all of our programs.
10. All electronic enrollments must be completed. Procare/ ARISE / A+ Software

**\*\*PLEASE DO NOT SMOKE IN FRONT OF OUR BUILDING OR WHEN PICKING UP YOUR CHILD. IT IS AGAINST THE COUNTY DEPARTMENT OF HEALTH POLICIES, WHICH WE ABIDE BY IN ORDER TO KEEP OUR CHILDREN HEALTHY AND SAFE\*\***

**\*\*PLEASE TRY HANG UP YOUR PHONE WHEN PICKING UP YOUR CHILD, THEY ARE EXCITED TO SEE YOU AND HAVE BEEN WAITING ALL DAY TO TELL YOU ABOUT THEIR DAY!\*\***

**\*\*UNTIL FURTHER NOTICE, ALL PARENTS WILL NOT BE ALLOWED INTO THE INNER PARTS OF THE BUILDING FOR CHECK IN AND OUT UNLESS PRE-APPROVED BY MANAGEMENT FOR A PARENT MEETING.**

**\*\*NO LOUD MUSIC IS PERMITTED WHEN PICKING UP YOUR CHILD.**

**\*\* If you smell like any type of "aroma" that can be offsetting, you will be asked to wait outside on your child in the designated "STINKY PARENT" area. The odor lingers and is assumed to be part of our environment when it is not. This can affect the opinions of other parents about our team and our sites. We have a very valuable reputation to uphold. In other words, be mindful of how you present yourself when picking up and dropping off your wonderful babies to us. WE LOVE THEM DEARLY. I hope you can understand this.**

## **POLICIES AND PROCEDURES**

### **OPEN DOOR POLICY/PARENT INVOLVEMENT**

Family members are welcome to come visit with us at any time of the day, with prior parent and center approval. Parent involvement is very important at all our centers. All parents that would like to volunteer and/or become involved at our school must be background checked and cleared.

### **NON-DISCRIMINATION POLICY**

At A+ Academy and JCDS, we are committed to providing an inclusive and welcoming environment to all members of our community and to ensure that educational and employment decisions are based on individuals, abilities, and qualifications. Consistent with this principle, it is therefore the school's policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions based on race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

### **PRIVACY POLICY**

All information collected at the time of enrollment will only be used to provide optimal service to our students and their families, for security and safety of the child, and/or health related issues. Around the center, you may see hanging artwork or pictures that we may take to use as decoration within the center. Please inform your child's teacher and management if you chose not to have your child's picture or artwork, likeness, picture, or video displayed.

### **ATTENDANCE**

Attendance is very important! We are a Learning Center, and all academic activities are completed between the hours of 8:30 am - 4:30 pm. We expect all our students to attend school daily and timely. If you receive ARISE Assistance, CDRS, or Child Care Central, it is mandatory that you provide a doctor's excuse after the 3rd absence within that month. We recommend and encourage you to bring your child to school within the instructional time to ensure full participation in the daily lessons. Breakfast will be served from 8:30 am-9:30 am, lunch from 11:00 am-12:00 noon, and snacks from 2:30pm-3:30pm. Meal times do not usually last an hour; however, we will serve meals to every child that comes in during those times. **THE CUTOFF TIME IS 10:00 am. YOU MAY ONLY COME AFTER 10:00 AM IF YOU HAVE A PHYSICIAN'S NOTE FOR THAT DAY. NO NEED TO CALL...PRESENT THE NOTE.** Tardies are an ongoing concern. Tardies affect your child's academic progress and disrupts the learning environment for all students. You should contact YOUR CENTER MANAGER if your child will be absent more than one day. If you feel the need to withdraw your child, please contact us and let us know so that we can award another child with your slot; this will also prevent us from overcharging you because our billing system is an automatic biller. **For all disenrollment, you must give two weeks' notice to be compliant with your agreement. Failure to do so will incur charges you are responsible for.**

### **CURRICULUM**

Early childhood development is critically important. Within all our centers, our experienced teachers and staff help facilitate this period of learning, and that's what separates us from traditional child care facilities. Our teachers strive to deliver the most comprehensive learning and supportive environment possible. Children will learn throughout the day, including playtime, because the opportunity to learn is always present. We have more detailed information regarding your children's age group, available upon request.

## **EMERGENCY CONTACT AND AUTHORIZED PICKUP**

For the safety of your child please provide detailed information in the enrollment packet regarding authorized release persons. All persons authorized to pick up, whether authorized by written consent, within the enrollment packet or verbally over the phone, must have a government issued photo identification at the time of pick up. Individuals permitted to pick up must be at least 18 years of age. No child will be released to any person unrecognized **without appropriate photo identification**. No child will be released to any person that is intoxicated and/or impaired regardless of if they are an authorized pickup contact. We hold the right to determine at our own discretion if a person is intoxicated and/or impaired.

## **EMERGENCY PREPAREDNESS**

We have a strict commitment in providing a secure and safe educational facility. Currently in place is our Emergency Preparedness Program that all teachers and staff members, together with their students, practice monthly. Our Emergency Preparedness Program includes procedures in handling inclement weather, fire emergencies, and code red circumstances. All emergency routes are posted in each classroom alongside written procedures on managing any type of emergency. Monthly school drills are conducted to ensure that all classrooms react within appropriate time and correctly throughout the drill. In the event of an emergency, we will attempt to contact all parents by phone. If necessary, we will contact all local news stations to post information regarding emergency closings. Also, **we follow the Jefferson County School system when it comes to weather closings**. This means that if the county schools close for weather, so will we.

## **RETURNED CHECK FEE**

If your tuition payment is returned from our banking institution for any reason, a returned check fee of \$35.00 will be applied to your account. All checks that are returned for insufficient funds will not be re-deposited. A cash payment including the returned check fee must be made on the same day notification is given regarding the returned check.

## **TUITION PAYMENT METHODS**

We accept checks, e-payments, money order, debit card and credit cards as forms of payment.

## **WE ENCOURAGE YOU TO PAY THROUGH THE PROCARE APPLICATION THAT YOU WERE INTRODUCED TO DURING YOUR ENROLL PROCESS. We accept PAYPAL, VENMO, AND CASHAPP**

We also accept *Cashapp*. If using *Cashapp* to pay tuition, please include enough money to cover the fee charged to us to receive it that day. Our *Cashapp* tag name is: **\$ALABAMACHILDCARE** The name you should see is ALABAMA AMBASSADORS. Please notify us if you intend to send payment this way. If you need to make a payment over the phone, feel free to contact us at 205-436-2904. If you cannot reach us at that number, contact our District Manager, Joseph Moreno at 205-701-KIDS or 205-701-5437. Give him your child's name, your name, and payment information and your account will be credited accordingly.

## **CHILDREN WITH ILLNESS**

If your child has been recognized as not being well, we will contact you, and/or the authorized person(s) to pick your child up. You will have one hour to pick up your child. When this happens, your child is not allowed to return to the center the next day, unless you provide a doctor's excuse. If you cannot provide a doctor's excuse, you must keep your child out for the next full day. We deem a child to be with illness if they exhibit signs of being sick, such as but not limited to fever over 98.6 degrees,

excessive coughing, runny nose with green mucus, diarrhea, newly developed rashes, and anything out of the ordinary that we deem your child as ill or out of their normal character.

### **MEDICATION**

We have strict guidelines for administering medication to a child. If your child needs to take a prescription drug, the label must be prescribed to your child with your child's name on it, dates on prescription medication must be current and a Medical Authorization Form must be filled out. Prescribed drugs are administered in exact accordance with its label. If your child must take an "Over the Counter" drug, you must provide the drug, and a Medical Authorization Form must be filled out. "Over the Counter" drugs can be administered for a maximum of five (5) days with parent consent. After allotted consent time, a doctor's letter must be provided to continue administering medication to a child. No medication shall be given by child care personnel without the signed permission of the parent/legal guardian. All medication must be in the original container with the child's name, the name of the physician (prescribed medication), medication name, and medication directions written on the label. All medication shall be dispensed according to written directions on the prescription label or manufacturer's label. Medication which has expired or is no longer being administered shall be returned to the parent/legal guardian. Authorization forms must be written out on a weekly basis for all medications.

Authorization forms will be void after a week regardless of dates written by parent/legal guardian and/or dates on medication labels. All medications are to be given to the office for storage in the medicine cabinet. No medication should be left in your child's bag. It is the parent's responsibility to bring all medication to the office during drop off time.

### **HOME TOYS/VALUABLE ITEMS/PERSONAL ITEMS**

**Home toys are not allowed in school.** These toys can pose a choking threat to the other students, not to mention will cause a disruption in the learning process. The center is not responsible for any lost or broken toys. Valuable, personal items such as watches, chains, phone, ipads, etc. Expensive clothes should not be worn to school. The center is not responsible for any lost or broken valuable, personal items, including hair bows, wraps, beads, etc. Please dress your child appropriately as children come to the center to learn and play. The school will not be responsible for any soiled, damaged, or dirty items that the children wear or bring to school.

### **HOLIDAYS/SCHOOL CLOSINGS**

Holiday closings will be posted in the lobby. If we close for any other reason, we will post that information in the lobby with as much notification as possible. Here is a list of our pre-scheduled holiday closings:

FALL BREAK- Thanksgiving Week

WINTER BREAK- Christmas Week

SPRING BREAK -TBD

MARTIN LUTHER KING JR. DAY

MEMORIAL DAY

JUNETEENTH - June 19th

INDEPENDENCE DAY

LABOR DAY

The tuition is precalculated to be offset and include all closures. This includes predetermined holidays and all unanticipated weather closings. You have an annual balance that you are being allowed to pay weekly or monthly. New Covid-19 Temperature Requirements

Your child will have their temperature taken upon arrival at the center. They cannot come inside if it is above the normal range, or over 99.4 degrees Fahrenheit. Their temperature will be taken two more times while in our care, before nap time and after nap time. We will notify you to come pick them up if their temperature reaches above the normal range.

## **DISCIPLINARY PRACTICE**

Our program ensures that age-appropriate, constructive disciplinary practices are used for your child. This care will allow the child time to look over his/her behavior. We will encourage children to choose alternatives to improper behavior. To ensure a safe and successful program, discipline is a must. Steps to behavior modification:

1. Children will be corrected and asked to change their behavior.
2. Children will be redirected from the situation.
3. Parents will be contacted if behavior is not corrected.

Children shall not and will not be subjected to discipline which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is strictly prohibited.

## **CHILD ABUSE & NEGLECT REPORTING REQUIREMENTS**

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Alabama DHR Abuse Hotline. Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined as "harm or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person. Categories include:

Physical Abuse or Neglect (i.e., unexplained bruises, hunger, lack of supervision...)

Emotional Abuse or Neglect (i.e., impairment in the ability to function, depression...)

Sexual Abuse (i.e., withdrawal, excessive crying, physical symptoms...)

## **MEALS**

Our facility participates in the USDA Child/Adult Care Food Program. Therefore, you must complete the USDA Food Program/Income Eligibility Form (one per family). CACFP provides nutritious meals and snacks to our infants and children as a regular part of their day care. The CACFP nutrition standards for meals and snacks served in the CACFP are based on the [Dietary Guidelines for Americans](#), science-based recommendations made by the National Academy of Medicine, cost and practical considerations, and stakeholders' input. Under these standards, meals and snacks served include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat.

**\*IN THE EVEN OF BREASTMILK BECOMES UNSUITABLE OR ACCIDENTALLY SPILLED, WE ASK THAT PARENTS BRING EXTRA BOTTLES OF BREASTMILK AND LABEL THE MILK FOR THEIR CHILD.**

**ALL FIELD TRIPS WILL CONSIST OF INDIVIDUAL PARENT AGREEMENTS**

**ALL FUNDRAISERS WE OFFER WILL BENEFIT THE QUALITY OF INSTRUCTION THAT YOUR CHILD RECEIVES. WE ASK THAT YOU PARTICIPATE FULLY AS IT TAKES A VILLAGE TO ENSURE QUALITY SERVICES FOR YOUR CHILD AND OTHERS.**

**WE WILL ALWAYS WELCOME CONSTRUCTIVE CRITICISM, IDEAS, AND SUGGESTIONS.**

**ALL CONCERNS AND ISSUES CAN BE ADDRESSED IN THE APPROPRIATE FASHION IF ANY CONCERNS ARISE. PLEASE REMEMBER THAT THE MESSAGE MAY GET LOST IF THE INFORMATION IS NOT DELIVERED IN A DECENT MANNER.**

**PARENTS MAY REFER OTHER FAMILIES TO EARN TUITION CREDITS TOWARD THEIR ANNUAL TUITION COSTS.**

**WE ASK THAT YOU PARTICIPATE IN ALL STUDENT EVENTS, CENTER MEETINGS, VILLAGE FORUMS, AND ETC.**

**PLEASE CONSIDER ASSISTING FAMILIES THAT MAY BE LESS FORTUNATE BY MAKING A DONATION TO ASSIST US IN ALL THAT WE DO FOR THE FAMILIES OF ALABAMA. IT TRULY TAKES A VILLAGE. THANK YOU IN ADVANCE.**



## Attestation Page

\*\*PLEASE DETACH THIS PAGE ONLY AND RETURN ON THE DAY OF ENROLLMENT\*\*

I, \_\_\_\_\_, hereby acknowledge that I have read and agree to follow all the rules and guidelines of the A+ Academy / JCDS Handbook that was given to me on this day, \_\_\_\_\_(day) of \_\_\_\_\_(month), \_\_\_\_\_(year). I understand I am responsible for all chargeable fees including registration fees, late fees, and tuition non payment fees including failure to submit a two week notice equivalent to two week of childcare tuition. I understand that failure to do so will include attorney fees and loss of use fees should I choose to not oblige by the contractual agreement being signed today. We require your tuition to be paid on time & submit written departure notices two weeks in advance.

Printed name of Responsible Parent/Guardian

Signature of Parent/ Guardian

Printed name of Responsible Parent/Guardian

Signature of Parent/ Guardian

CHILDREN'S NAME	DATE OF BIRTH	RESPONSIBLE PARTY

**Please Initial next to the following policies:**

\_\_\_\_\_ WHEN YOU ENROLL, YOU ARE PAYING FOR A SPOT/SLOT IN THE DAYCARE. THIS MEANS YOU ARE RESPONSIBLE FOR PAYING YOUR CHILD'S FULL DAYCARE AMOUNT WHEN THEY ARE ABSENT. ALL HOLIDAYS AND UNANTICIPATED WEATHER-RELATED CLOSINGS ARE PRECALCULATED INTO THE COST OF TUITION.

\_\_\_\_\_ PLEASE SIGN YOUR CHILD IN AND OUT EACH DAY AND SIGN YOUR FULL NAME LEGIBLY. WE DO NOT ACCEPT INITIALS OR SHORTHAND SIGNATURES. THANK YOU FOR YOUR COMPLIANCE. YOU AGREE TO HAVE YOUR CHILD PICKED UP ON TIME. YOU AGREE TO SCAN EACH DAY FOR YOUR CHILD'S ENROLLMENT IF THEY RECEIVE ANY TYPE OF ASSISTANCE. FAILURE TO DO SO IS YOUR FISCAL RESPONSIBILITY.

\_\_\_\_\_ All payments are due on the Monday before the week of care is provided. You have the entire week to make your payment. If you have a balance going forward to the next week, you will receive a late fee penalty of \$25.00. If you need an arrangement to pay, contact us before the week of care is provided. There will be a 10% penalty attached to payment arrangement balances.

\_\_\_\_\_ Please LABEL EVERYTHING including coats, backpacks, sippy cups, bottles, extra clothes, etc. THE CENTER IS NOT RESPONSIBLE FOR LOST ITEMS. PLEASE KEEP ALL ITEMS AT HOME.

Joseph Moreno

Director/Owner Name

Director/Owner Signature

RESPONSIBLE PARTY NAME

RESPONSIBLE PARTY SIGNATURE

DATE OF BIRTH: \_\_\_\_\_

SSN: \_\_\_\_\_

# Employee Health Policy

A+ ACADEMY

Name of Child Care Center: A+ ACADEMY

Address of Child Care Center: www.AplusAcademyKids.com

Tuscaloosa: 2015 28th Avenue Tuscaloosa AL 35401 / 4415 18th St. Tuscaloosa AL 35401 833  
8th Street Thomas BHM AL 35214 / 1732 12th Avenue N. Bessemer AL 35020 / 2712 31st St. Ensley BHM AL 35228  
No employee shall be permitted to work at the CHILD CARE CENTER  
while experiencing any of the following symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore Throat with Fever
- A lesion containing pus such as a boil or infected wound that is open and draining and cannot be covered

All employees shall report such symptoms to their CHILD CARE CENTER supervisor and shall not return to work until symptoms desist.

Any employee diagnosed with a communicable disease that can be transmitted by foods or other means or who is a carrier of organisms that cause such a disease shall not be allowed to work in a CHILD CARE CENTER in any capacity in which there is a likelihood of such person transmitting disease to other persons.

## Common Communicable Diseases (The Big “6”):

- Hepatitis A virus
- Norovirus
- Shigella, spp.
- Enterohemorrhagic or Shiga toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Director of Child Care Center: Joseph Moreno

Date: 9/1/2025



# Smoking Policy

**Name of Child Care Center:** A+ Academy

Tuscaloosa: 2015 28th Avenue Tuscaloosa AL 35401 / 4415 18th St. Tuscaloosa AL 35401 833  
Jefferson: 8th Street Thomas BHM AL 35214 / 1732 12th Avenue N. Bessemer AL 35020 / 2712 31st St. Ensley BHM AL 35228

**Address of Child Care Center:** \_\_\_\_\_

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## Smoking is prohibited:

- At all times in Child Care Centers—including before and after hours of operation
- Within 10 feet of any entrance or exit
- In any vehicles used by centers to transport children
- Within sight of the children

“No Smoking” signs shall be posted in facilities and vehicles used to transport children

If a staff member consumes cigarettes before the work shift begins or during a break away from the child care center premises, the staff member shall be required to wash his or her hands thoroughly. Staff and volunteers should avoid bringing cloths that smell of smoke into the building, or onto the playground.

**Director of Child Care Center:** Joseph Moreno

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**Date:** 9/1/2025



JEFFERSON COUNTY  
DEPARTMENT OF HEALTH

# Screen Time Policy

Name of Child Care Center: A+ Academy

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Address of Child Care Center: \_\_\_\_\_

**Screen time** is the use of television, videos, video games, and computers

Screen time shall be:

- Offered as a free choice
- Limited to no more than a total of 2 ½ hours per week
- Prohibited during meal or snack time
- Prohibited for children younger than 2 years

Computer use shall be limited to no more than 15 minute increments, except for school age children completing homework.

Daily schedules including daily screen time shall be prominently posted in each classroom.

Director of Child Care Center: Joseph Moreno

Date: 9/1/2025



# Physical Activity Policy

Name of Child Care Center: A+ Academy

2015 28th Avenue Tuscaloosa AL 35401 / 4415 18th St. Tuscaloosa AL 35401 833  
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Address of Child Care Center: \_\_\_\_\_

- Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.
  - 3 yrs and older(preschool children)-At least 90 minutes per 8 hour day
  - 12 months to 3 yrs -At least 60 minutes per 8 hour day
- **Infants to 12 months**- caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development.
- Daily schedules including physical activity time shall be prominently posted in each classroom.
- Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

Director of Child Care Center: Joseph Moreno

Date: 9/1/2025



JEFFERSON COUNTY  
DEPARTMENT OF HEALTH

# Nutrition Policy

Name of Child Care Center: A+ Academy

Tuscaloosa: 2015 28th Avenue Tuscaloosa AL 35401 / 4415 18th St. Tuscaloosa AL 35401 833  
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2712 31st St. Ensley BHM AL 35228

Address of Child Care Center: \_\_\_\_\_

- All food served in Child Care Center shall comply with USDA recommendations for Meals and Snacks.
- Water shall be available at all meals and snacks
- No sugar sweetened beverages shall be served to children.
- Only 100% juice
  - No more than 6 ounces per day
  - Only served at meal or snack time
  - Only for children over 12 months
- Milk with 1% or less milk fat for children 2 years and older (unless medical documentation is provided for child)
- Food items that shall be served at least once a week
  - Orange vegetable- for vitamin A
  - Dark green vegetable-for iron, Vitamins A and C, and fiber
  - Legume- for protein, iron, B vitamins
- At least half of grains served each week shall be whole grains
- Menus shall be
  - Posted in view of parents and food preparation staff
  - Prepared at least 2 weeks in advance
- Special diet needs and food allergies shall be kept on file in food preparation areas and in the children's eating area
- Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

Director of Child Care Center: Joseph Moreno

Date: 9/1/2025



# Policy for Prevention of Communicable Diseases

Name of Child Care Center: A+ Academy

Tuscaloosa: 2015 28th Avenue Tuscaloosa AL 35401 / 4415 18th St. Tuscaloosa AL 35401 833  
8th Street Thomas BHM AL 35214 / 1732 12th Avenue N. Bessemer AL 35020 /

Address of Child Care Center: 2712 31st St. Ensley BHM AL 35228

## Common Communicable Diseases

No employee shall be allowed to work while having an illness diagnosed by a health practitioner due to:

- Norovirus
- Hepatitis A virus
- Shigella spp.
- Enterohemorrhagic or Shiga Toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

## Detection of Illnesses

In order to control the spread of communicable diseases in the child care center, it is important that the caregiver recognize illnesses early. Isolate the child immediately and contact a parent or guardian so the child can be removed from the center as soon as possible. Staff should be alert to the following symptoms:

1. Severe coughing
  - a) Child gets red or blue in the face
  - b) Child makes high-pitched croupy or whooping sound as he coughs
2. Breathing trouble—especially important in an infant under 6 months old
3. Yellowish skin or eyes
4. Pinkeye/Conjunctivitis—tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus
5. Unusual spots or rashes
6. A lesion such as a blister, boil, pustule or infected wound that is open or draining
7. Feverish appearance
8. Lethargy
9. Diarrhea
10. Vomiting
11. Unusual behavior
  - a) Child is cranky or less active than usual
  - b) Child cries more than usual
  - c) Child feels general discomfort or just seems unwell
  - d) Child pulls at ears
  - e) Child has difficulty swallowing
12. Frequent scratching of the body or scalp  
(may be a sign of scabies).



JEFFERSON COUNTY  
DEPARTMENT OF HEALTH

# 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 and Jefferson County.

**\*PLEASE TAKE THE TIME AND READ OUR POLICIES AND GUIDELINES**

**\*PLEASE RESPOND TO TEACHER REQUESTS**

**\*PLEASE REFER TO YOUR ELECTRONIC JOURNALS FOR DAILY PERKS**

**\*PLEASE SCAN AND SIGN IN EACH DAY WITH YOUR FULL NAME**

**\*PLEASE UNDERSTAND AND ACCEPT ALL OF THE SICK POLICIES**

**\*PLEASE KNOW THAT WE LOVE YOUR CHILDREN AND ENJOY PROVIDING A  
SAFE SECURE ENVIRONMENT IN THE PURSUIT OF EDUCATION AND  
CREATIVE PLAY FOR ALL THE DOMAINS WE ARE LICENSED AND CERTIFIED  
TO TEACH AND SHARE.**

-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
<b>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.</b>		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
<b>Teacher Meetings:</b> 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
<b>We follow the "TUSCALOOSA COUNTY" CLOSING PROTOCOL as it relates to all weather-related closings.</b>		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
<b>NOTIFY US OF ANY NEW INFORMATION PERTAINING TO YOUR CHILD. ILLNESS, ALLERGIES, MEDS, ETC.</b>		JM
You may contact the owner by texting or calling: 205-765-3080 Please give him time to respond.		JM
<b>PLEASE CONTINUE TO SHARE INFORMATION ABOUT OUR CENTER TO YOUR FRIENDS AND SOCIAL MEDIA! 😊</b>		JM

# www.ALLKIDSCHILDCARE.COM

## 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.

+++++

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

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

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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?

---

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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!

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!

We follow the COUNTY SCHOOL SYSTEM for WEATHER CLOSINGS.

"Where your child deserves and receives the best!"

COLOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LETTER	_____	_____	_____	_____	_____
NUMBER	_____	_____	_____	_____	_____
SHAPE	_____	_____	_____	_____	_____
	Please return homework to school.				
COLOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LETTER	_____	_____	_____	_____	_____
NUMBER	_____	_____	_____	_____	_____
SHAPE	_____	_____	_____	_____	_____
	Please return homework to school.				
COLOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LETTER	_____	_____	_____	_____	_____
NUMBER	_____	_____	_____	_____	_____
SHAPE	_____	_____	_____	_____	_____
	Please return homework to school.				
COLOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LETTER	_____	_____	_____	_____	_____
NUMBER	_____	_____	_____	_____	_____
SHAPE	_____	_____	_____	_____	_____
	Please return homework to school.				
COLOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LETTER	_____	_____	_____	_____	_____
NUMBER	_____	_____	_____	_____	_____
SHAPE	_____	_____	_____	_____	_____
	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! :I 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 seat 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

## Overview



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

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,



A+ Academy Childcare Center



(205) 701-KIDS



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 repellant

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.

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

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 ACTIVIES

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.



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.

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 without 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 **EACH CHILD IS ALLOWED 9.5 HOURS EACH DAY**

Our hours of operation are from: See Center Manager

MONDAY-FRIDAY 6AM to 6 PM

RATES: Subject to change.

\*CONTACT CENTER FOR SPECIFIC TIMES

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 1/2)	\$ 199.00	\$100.00	XXXXXXXXXX	
Preschool (2 1/2 to School-Age)	\$ 199.00	\$100.00	\$50.00	
School Age	\$ 199.00	\$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-

205-765-3080. Due to licensing requirements , it's not feasible for part time slots  
at this time.

## TAXES

Please submit a request for your end of the year statement. It will have the  
correct amount of tuition paid and the company's EIN. Do not share the EIN with other parents.  
These are given to private pay clients only. Subsidy payments  
are made by the state and they hold us accountable for tuition paid.

They report that amount to the IRS. Allowing two entities (The State and A Parent) to show each one making  
payments will put the center into an incorrect payment situation unfairly with the IRS.



## 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