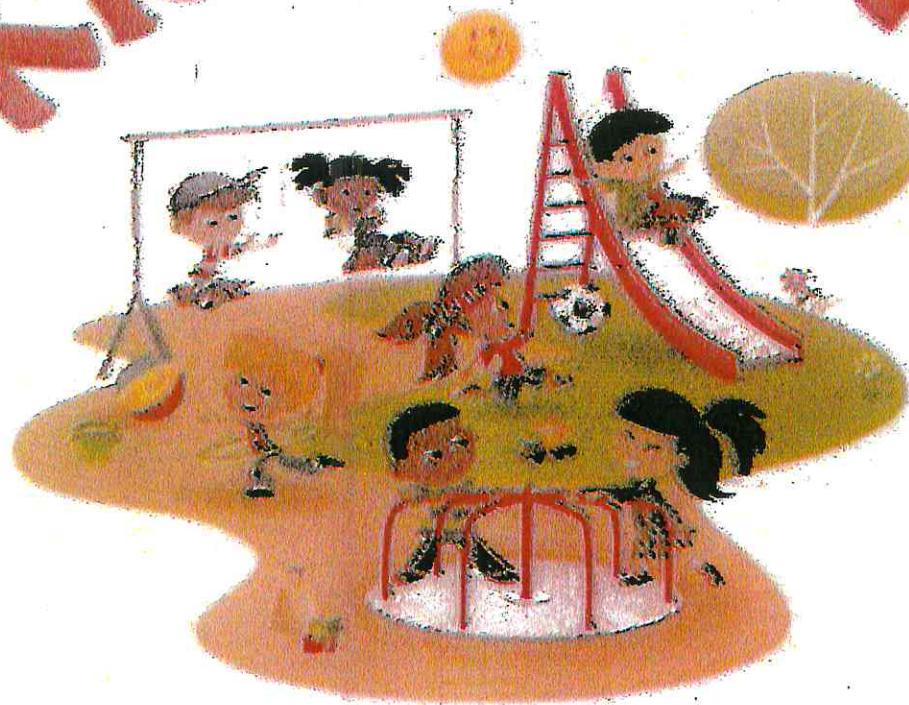


KIDDIE COVE CHILD DEVELOPMENT CENTER

STATE LICENSED

# Kiddie Cove



"TRAIN A CHILD IN THE WAY HE SHOULD GO; AND WHEN HE IS OLD HE  
WILL NOT TURN FROM IT"

... PROVERBS 22:6

4816 UNIVERSITY BLVD EAST TUSCALOOSA, AL 35404



# Kiddie Cove Child Development Center

~State Licensed~

Thank you so much for choosing Kiddie Cove Child Dev. Center to be your child's home away from home. We look forward to providing your child with a clean, safe, loving, and happy environment in which to grow. Kiddie Cove Child Dev. Center was found on the principle that all children learn best through play. Therefore, singing, dancing, reading, and free play will always be part of your child's everyday activities. Your child's classroom will be filled with age appropriate toys and equipment that will allow them to expand their imagination and learn by engaging with their peers and teachers. We feel that one of the greatest gifts that we can give your child is a love for learning; to achieve this, we will fill your child's day with exciting activities that will further stimulate his/her development. Your child's classroom will be set up in centers, within these centers your child will have the freedom to explore and learn about science, math, music, language, and technology. We want your child to leave Kiddie Cove Child Dev. Center not only prepared for kindergarten, but eager to learn more about the world in which they live.

Kiddie Cove Child Dev. Center only employs trained loving caregivers. It is our desire to meet the specific needs of your child, from a precious infant that needs to be nurtured, cuddles, and loved, up to a lively preschooler that needs to play, learn, and prepare for kindergarten. You, the parent, are the primary caregiver, it is our job to support you as your child develops and matures to his/her maximum potential.

Kiddie Cove Child Dev. Center has an "Open Door Policy", you will always be welcome to "pop-in" and visit your child at any time. The children at Kiddie Cove Child Dev. Center explore their world through monthly themes, at the end of each month we have a celebration to share what we have learned that month. You are encouraged to attend these parties and observe all of the exciting things that your child has been learning.

Here at Kiddie Cove Child Development Center, we pride ourselves in providing your child with a hot, healthy, nutritious meal every day. You will never be asked to pay for any of the food provided to your child, all meals are free. Between the hours of 6:00 am and 6:00 pm, he/she will receive a nutritious breakfast, hearty lunch, and an afternoon snack. Each meal is hand prepared by a qualified cook in the center. A wide variety of fresh fruit, fresh vegetables, and whole grain breads are included in all of our menus. During your child's time at Kiddie Cove Child Dev. Center, we want to encourage healthy eating habits that they will take with them for the rest of their life.

We believe that children are a gift from God. We will do everything in our power to meet your child's physical and emotional needs, and support them as they mature and develop into the amazing person God has created them to be. Thank you for choosing to share your children with us, we are honored that you have chosen Kiddie Cove Child Dev. Center to be your child's "home away from home".



## Kiddie Cove Child Care Center-Policies & Procedures

### Admission Procedures

- 1) *Kiddie Cove Child Development Center* serves children from 3 weeks through 6 years of age.
- 2) If you are interested in enrolling your child in *Kiddie Cove Child Care Center*, please contact the director, at (205)758-9020. If there is no vacancy, your child's name will be placed on a waiting list. Once a vacancy occurs, you will be notified and asked to arrange a pre-admission conference.
- 3) *Kiddie Cove Child Development Center* has an "Open Door Policy". We encourage and welcome parents to come "drop-in" at any time to visit their child. If you are interest in introducing your child to the center before they start full-time, please contact the director to schedule a walk-thru.
- 4) All required certificates and forms, listed below, must be completed and returned to the director, ON or BEFORE your child's first day.
  - a) Child's Pre-Admission Record Form
  - b) Individual Child's Transportation Form
  - c) Income Eligibility Form (IEF)
  - d) Payment Form
  - e) *Policies and Contract Agreement*
  - f) Alabama Certificate of Immunization
- 5) If you choose to withdraw your child from *Kiddie Cove Child Development Center*, the director must be notified at least two weeks in advance.
- 6) If your child is a "drop-in", his/her complete records must be on file at the child care center.

### Arrivals and Departures

- 1) You or a designated person must sign your child in and out every day. Signature must be legible.
- 2) Upon arriving at *Kiddie Cove Child Development Center*, you must deliver your child into the hands of his/her teacher. *Kiddie Cove Child Development Center* cannot be held responsible for your child's safety if this policy is not adhered to.

### Holidays and Weather Days

*Kiddie Cove Child Development Center* is closed for the following holidays:

- |                              |  |                |
|------------------------------|--|----------------|
| • New Year's Eve             | * Independence Day (July 4 <sup>th</sup> ) | *Christmas Eve |
| • New Year's Day             | *Labor Day                                 | *Christmas Day |
| • Martin Luther King Jr. Day | *Thanksgiving Day                          |                |
| • Memorial Day               | *Day After Thanksgiving                    |                |

In the event of severe weather *Kiddie Cove Child Dev. Center* will follow the same dismissal schedule that the Tuscaloosa City and County Schools follow. If Tuscaloosa City and County Schools are closed, we will be closed too. We are aware that this poses an inconvenience to your family; however your child's safety is our first priority

## Meals

- 1) *Kidsville Child Development Center* participates in the Child and Adult Care Food Program (CACFP) the goal of this program is to see that well-balanced meals are served, at no additional charge to you, and that good eating habits are taught in child and adult care settings.
- 2) A variety of fresh fruit, fresh vegetables, and whole grain breads, are included in our menus. All menus are posted in the center and are available for you to view at any time.
- 3) A nutritious breakfast, consisting of milk, fruit, and either cereal, pancakes, or cheese toast, is served every day from 8:00 to 8:30 a.m.
- 4) A wholesome lunch, consisting of milk, meat, vegetables, fruit, and bread is served daily from 11:00 a.m. to 12:00 p.m.
- 5) An afternoon snack consisting of juice and/or fruit, crackers, yogurt, or cookies, is served from 2:00 to 2:30 p.m.

## Health and Medical Information

- 1) Each child must have a current "Record of Immunizations Schedule", prescribed by the Alabama Department of Public Health.
- 2) Children must not be brought to school if they have the following:
  - Severe colds
  - Undetermined Rash or Spots
  - Fever
  - Severe Headaches
  - Vomiting
  - Diarrhea
  - Other Symptoms of Illness
- 3) You will be notified to pick up your child immediately if signs of illness occur during the day.
- 4) Your child may return to the center after they have been free of fever for 24 hours.
- 5) Children who have a communicable disease may not return to school until cleared, in writing, by a physician. You are urged to notify *Kiddie Cove Child Dev. Center* when your child has been exposed to a communicable disease outside of the center.
- 6) *Kiddie Cove Child Dev. Center* will NOT administer any medications.
- 7) Please make sure that *Kiddie Cove Child Dev. Center* has the name and contact information of your child's physician and another adult, in the event of an emergency and you cannot be reached.
- 8) You must notify *Kiddie Cove Child Dev. Center* of ALL allergies that your child has. These will be posted in your child's classroom as well as the kitchen in order to avoid an allergic reaction in your child. You must also notify *Kiddie Cove Child Dev. Center* of the procedure to follow in case of an allergic reaction.



## Clothing and Personal Belongings

- 1) Your child should wear comfortable clothing that is suitable for indoor and outdoor play.
- 2) All clothing should be marked with your child's name for identification purposes. This includes coats and sweaters that are worn on a daily basis.
- 3) Your child must have a change of clothes at *Kiddie Cove Child Development Center* at all times. Children under the age of 2 ½ may need several extra outfits per day.
- 4) Parents of Infants and toddlers must supply *Kiddie Cove Child Development Center* with the following labeled items:
  - Formula in prepared bottles
  - Disposable Diapers
  - Wipes
  - Baby or Junior Food

**\*\*Kiddie Cove Child Development Center** keeps instant formula with iron, infant rice cereal, and baby food in the center at all times. This is available to your infant at no additional charge. Should you choose to bring your own formula, please bring bottles that are prepared, labeled, and ready to use.

## Home and Center Cooperation

- 1) *Kiddie Cove Child Development Center* provides your child with toys at school. Your child should never bring the following items to *Kiddie Cove Child Dev.Center* at any time:
  - Guns
  - Sharp Objects
  - Mouth Toys
  - Small Pocket Toys
- 2) Your child is allowed to bring the following items to *Kiddie Cove Child Dev. Center* with the permission of your child's teacher:
  - Security Toys (security blanket, teddy bear, etc.)
  - Books and DVD'S (G Rated Only)
  - Other items of interest to your child's group
- 3) At *Kiddie Cove Child Development Center* your child's birthday will always be recognized. You are welcome to bring party food and items to celebrate your child's special day with his/her classmates. If you wish to bring party items to celebrate your child's birthday, please make arrangements with your child's teacher prior to the event.
- 4) Your child's teacher will be more than happy to provide you with any information concerning your child's daily activity schedule, progress, and advancement.
- 5) *Kiddie Cove Child Development Center* uses positive discipline techniques. Praise and encouragement are given for appropriate behavior. A child may, however, need to be removed from a situation temporarily if he/she is unable to act in accordance with the established rules. Under NO circumstances will your child's teacher use physical or humiliating punishment.

G. Child's preadmission record

DHR-CDC-739

**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:
Mother's Email Address:	Father's Email Address:
Employer's address:	Employer's address:
Employer's Telephone Number: (    )	Employer's Telephone Number: (    )
List telephone numbers such as pager, 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:**

<b>Name</b>	<b>Relationship to child</b>	<b>Address</b>	<b>Telephone number</b>

***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)**

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

**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.*

## Arrival & Departure Plan

\_\_\_\_\_ or a person authorized by me, will bring \_\_\_\_\_  
(Parent / Guardian) (Child)

to \_\_\_\_\_ at \_\_\_\_\_ each day. I or an authorized person  
(Name of Child Care Center) (Time)

will accompany my child into the center and into the care of his / her teacher. I or a person authorized by me, will

pick up my child, at \_\_\_\_\_ each day. I understand that I, or the authorized person, must sign my child in  
(Time)

and out upon arrival and departure from the center. I further understand that my child may be released only to

persons authorized by me in writing. \_\_\_\_\_ will be PART-TIME / FULL-TIME (circle one).  
(Child)

If Part-Time, please circle days child will be attending.

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date



## Childcare Payment Policies

- No Registration Fees
- All childcare fees are due in advance
- Drop- In and Daily payments are due when your child arrives at the center
- Weekly Payments are due on Monday. If the payment is late, parent/guardian shall incur an additional fee of \$35 per week. The child shall not be re-admitted to the center until the bill is paid in full.
- Monthly payments are due on the 1<sup>st</sup> Monday of every month. If the payment is late, parent/guardian shall incur an additional fee of \$35 per week. The child shall not be re-admitted to the center until the bill is paid in full.
- There is a \$35 returned check fee for each returned check./ Prior to your child returning to the center, the check amount plus the returned check fee must be paid in full. After the second returned check we will no longer accept checks as a for of payment for tuition.
- The childcare center closes at 5 PM. An additional fee of \$1.00 per minute shall be charged for each minute after 5 PM that the parent/guardian is late picking up the child.
- No refunds shall be given for absences. **Full payment is due whether child is present or not.**
- **Full weekly fees are due for weeks in which the daycare is closed for holidays and weather days.**
- Hourly rate for childcare is \$8.50/hour. Daily rate for childcare is \$35/day
- 9 ½ hours is considered a FULL DAY. Any child staying longer than 9 ½ hours a day shall be charged an addition \$8.50 per hour.
- If parent/guardian chooses to withdraw the child from the center, the director needs to be notified 2 weeks in advance. If director is not notified two weeks in advance, parent/guardian shall be responsible for two weeks tuition after child is withdrawn.
- Discounts are available for the following circumstances
  - Monthly Pay Discount-10% discount taken on monthly amount
  - DCH Payroll Deduct Discount-10% discount taken on weekly amount
  - Additional Child Discount- 10% discount taken on weekly amount for each additional child
- **RATES FOR CHILDCARE**

	Weekly	Bi-Weekly	Monthly
Full Time One Child (18 months+) 5 full days	\$200.00	\$400.00	\$780.00
Full Time One Child (under 18 months) 5 full days	\$210.00	\$420.00	\$819.00
Part Time One Child (18 months+) 3 full days or 5 half days	\$160.00	\$320.00	\$624.00

### Childcare Payment Policies Contract Agreement

By signing this form, I \_\_\_\_\_, am stating that I have read, fully understand, and agree to abide by the policies set forth by Tot World Incorporated at \_\_\_\_\_ center.

X \_\_\_\_\_ (Parent/Guardian) \_\_\_\_\_ (Date)



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:  X X X - X X - \_\_\_\_\_  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: \_\_\_\_\_