



**Kidsville Child Development Center**

**235 Rice Mine Road NE**

**Tuscaloosa, AL 35406**

**205-758-0920**



# Kidsville Child Development Center

~State Licensed~

Thank you so much for choosing Kidsville Child Development 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. Kidsville Child Development Center was founded 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 Kidsville Child Development Center not only prepared for kindergarten, but eager to learn more about the world in which they live.

Kidsville Child Development 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.

Kidsville Child Development Center has an "Open Door Policy", you will always be welcome to "pop-in" and visit your child at any time. The children at Kidsville Child Development 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 Kidsville 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 6:30 am and 5:00 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 Kidsville Child Development 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 Kidsville Child Development Center to be your child's "home away from home".



## Kidsville Child Development Center-Policies & Procedures

### Admission Procedures

- 1) *Kidsville Child Development Center* serves children from 3 weeks through 6 years of age.
- 2) If you are interested in enrolling your child in *Kidsville Child Development 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) *Kidsville 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 *Kidsville 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 *Kidsville Child Development Center*, you must deliver your child into the hands of his/her teacher. *Kidsville Child Development Center* cannot be held responsible for your child's safety if this policy is not adhered to.

### Holidays and Weather Days

*Kidsville 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 *Kidsville Child Development 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 *Kidsville Child Development Center* when your child has been exposed to a communicable disease outside of the center.
- 6) *Kidsville Child Development Center* will NOT administer any medications.
- 7) Please make sure that *Kidsville Child Development 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 *Kidsville Child Development 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 *Kidsville Child Development 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 *Kidsville 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 *Kidsville Child Development Center* with the following labeled items:
  - Formula in prepared bottles
  - Disposable Diapers
  - Wipes
  - Baby or Junior Food

**\*\**Kidsville 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) *Kidsville Child Development Center* provides your child with toys at school. Your child should never bring the following items to *Kidsville Child Development Center* at any time:
  - Guns
  - Sharp Objects
  - Mouth Toys
  - Small Pocket Toys
- 2) Your child is allowed to bring the following items to *Kidsville Child Development 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 *Kidsville 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) *Kidsville 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.

- 6) *Kidsville Child Development Center* always welcomes your suggestions for improvement as well as your positive feedback. Any suggestions you may have should be made in writing and given to the director. Although all suggestions may not be possible to implement, each suggestion will be given much consideration. We want to please you, all feedback is greatly appreciated.
- 7) A copy of "Minimum Standards for Day Care Centers and Nighttime Center" may be obtained from the *Alabama State Department of Human Resources; Office of Day Care Licensing; Montgomery, Alabama*, or from your local County Department of Human Resources.

### **Emergency Procedures**

- 1) In the case of a medical emergency with your child, an attempt will be made to contact you immediately. If you cannot be reached, or if the emergency situation warrants, your child may be transported to the appropriate facility to receive medical attention.
- 2) Routine fire drills are conducted periodically by the local fire department and or *Kidsville Child Development Center* staff. In the event of an actual fire, drill procedures will be followed.
- 3) When watches or warnings are issued by the *National Weather Service* for tornadoes, severe thunderstorms, etc., or in the event that an evacuation from *Kidsville Child Development Center* becomes necessary for reasons other than fire, procedures outlined for the center by the *County Coordinator for Civil Defense* will not be followed.
- 4) If power, heat, or water is temporarily unavailable, *Kidsville Child Development Center* will endeavor to remain open. If we are unable to repair or resolve the problem in a timely fashion, we will not compromise the health and safety of your child, and you may be notified to come earlier than usual to pick him/her up.

### **Children with Disabilities**

*Kidsville Child Development Center*, in compliance with the American's with Disabilities Act of 1990, will make every reasonable accommodation for children with special needs. Due to the unavailability of an in-house school nurse, children with severe and/or profound disabilities will not be accepted.

### **Outdoor Activities**

*Kidsville Child Development Center* considers outdoor play to be an important part of the day for your child. Our policy is that your child will go outside every day, weather permitting. If your child is too ill to participate in outdoor play, he/she needs to stay at home.

**NOTE:** *Kidsville Child Development Center* reserves the right to drop any child from the enrollment if the staff determines that the program is not meeting the needs of the child, or if the child's presence poses a threat to the welfare of others.

*Kidsville Child Development Center* does not discriminate on the basis of race, color, national origin, sex, age, or disability.



**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:
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*

*Child's Preadmission Record (continued) - page two of two - form not valid without first 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:	yes	no	Signature of parent/guardian	Date
Swimming/wading activities provided by the facility:	yes	no	Signature of parent/guardian	Date

**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.*



# 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	\$195.00	\$390.00	\$760.00
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)

Individual Transportation/Arrival/Departure Plan  
For Children Transported to Center by Parents/  
Guardians/Other Designated Individuals

I \_\_\_\_\_, or a person authorized by me, will bring  
\_\_\_\_\_ to Widsnille at \_\_\_\_\_ each day.

I or an authorized person will accompany my child into the  
Care of his/her teacher.

I \_\_\_\_\_, or a person authorized by me will pick up  
my child each day at \_\_\_\_\_. I understand that, I or the  
authorized person must sign my child out each day, upon his/her  
departure from the center. I further understand that my child will  
not be released to anyone other than person(s) whom I have  
authorized, in writing, to receive my child.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



Dear Parents,

Kidsville is excited to be starting a Facebook page! With your permission, we would like to share fun pictures of the children learning and playing at Kidsville.

Please check and sign below, indicating your preference.

\_\_\_\_\_ Yes, Kidsville has my permission to share fun pictures of my child,  
\_\_\_\_\_ on Facebook.

\_\_\_\_\_ No, please do not share pictures of my child,  
\_\_\_\_\_ on Facebook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

# CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care) FY: 2025

## 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 For example \$200/week or \$150/twice a month				
	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: \_\_\_\_\_