

**CENTRAL ALABAMA OPPORTUNITIES
INDUSTRIALIZATION CENTER, INC. (OIC)**

**EARLY CHILDHOOD DEVELOPMENT CENTER
Alabama Department of Human Resources Licensed Program**

**6:50 a.m.-5:30 p.m.
Monday-Friday**

**2035 MOBILE ROAD
MONTGOMERY, AL 36108
(334) 265-1594**

**CONSUELLO J. HARPER
FOUNDER, PRESIDENT/CEO**

**Geraldine Hill- Director
Early Childhood Development Center**

**PHONE: (334) 265-1600 FAX: (334) 834-5667
WEBSITE: CENTRALALABAMA.OIC.COM**

Revised: July 2015

**CENTRAL ALABAMA OIC
EARLY CHILDHOOD DEVELOPMENT CENTER**

GOALS

As a result of the planned environment provided which will include instruction and activities in the OIC Early Childhood Development Center, the children will:

1. develop a positive self-image,
2. grow in social and emotional development,
3. expand basic concepts and develop independent thinking skills and problem-solving abilities,
4. enhance all communication skills,
5. experience an atmosphere that will stimulate natural interests in the world,
6. increase ability for self-discipline, and, develop basic motor abilities, fundamental skills and sound health and safety habits.

CORE CURRICULUM – 5 (FIVE) WEEKS TO 12 (TWELVE) YEARS OLD

The Mission of the Early Childhood Development Center

The Early Childhood Development Center of Central Alabama Opportunities Industrialization Center, Inc., known as OIC, aims to provide a wholesome environment for the development of the whole child which is conducive to learning for children ages 5 weeks to 12 years old. The children will receive developmental care. The program will be open to serve children regardless of race, sex, color, religion or national origin.

OIC is licensed by the Alabama Department of Human Resources (DHR) to serve children 5 weeks – 12 years of age during the hours of 6:50 a.m. to 5:30 p.m., Monday through Friday. OIC's enrollment will be limited to 93 children. The program will further provide benefits for the parent(s), guardian(s), and the community.

**2035 MOBILE ROAD
MONTGOMERY, ALABAMA 36108
PHONE: (334) 265-1600**

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Parents(s) or Guardian(s) please read the following information to ensure the best possible experience for your child.
Thank you for partnering with OIC in the education of your child!

REQUIREMENTS FOR REGISTRATION

We are excited that you have chosen to Central Alabama OIC Early Childhood Development Center. You will need the following items to enroll your child. All forms must be completed and returned before or no later than day of registration.

- 1. Child must be at least 5 weeks old**
- 2. Copy of Child's Birth Certificate**
- 3. Original Blue Slip (Shot Record)**
- 4. Child's Pre-Admission Record**
- 5. \$37.00 Annual Registration Fee due
(Money Order or Cashier's Check **ONLY** (non-refundable registration fee))**
- 6. Video Security Form**
- 7. Food Program Form**
- 8. Child's Personal Profile**
- 9. Child's Physical Examination (within 30 days of enrollment)**
- 10. Central Alabama OIC Early Childhood Development Center Memorandum of Understanding**
- 11. A complete change of clothing (label all items and place them in a gallon sized ziploc baggie.**
- 12. Smock or large shirt to be retained in the center for art time (Label all items with your child's first and last name).**
- 13. Two (2) large towels or crib/toddler sheets should be provided with the child's name for naptime. (Label all items with your child's first and last name)**

Registration fee reserves your child's slot until 8:45 on the first day of school. **First week's tuition must be paid before or upon arrival on the first day of school. Tuition is due every Monday before 12 Noon.**

All students must check-in no later than 8:45 daily unless they arrive with a doctor's note.
Children are expected to be here for the full program.

HEALTH REQUIREMENTS

1. Health Status Forms provided by the center must be completed by parent(s)/guardian(s) and signed by a physician before enrollment. Health Status Forms include evidence from a physician regarding general state of each child's health and required immunizations given to the child.
2. A child who is apparently ill shall not be admitted to the center any day. Children who become ill will be isolated from the others immediately. Parent(s)/guardian(s) will be notified to make arrangements for the child to be picked up immediately. If a child has a temperature, he/she will not be admitted until he/she has been free from a temperature for twenty-four (24) hours. Inspect your child before he/she leaves for school in the morning. Keep your child at home if he/she shows abnormal symptoms such as:

a flush face that indicates fever	headache
a running nose	upset stomach
sore throat	swollen glands
any rash or breaking out	persistent cough
ringworm	

It is important to send the child to school in a happy frame of mind. If he/she is not feeling well, he/she cannot benefit from school and can only endanger his/her health and those around him/her. Please notify us of the reasons for your child's absence by sending a note the following day. If a child is found by a doctor to have a contagious or serious illness, please contact the school immediately so that we may take necessary precautions.

3. Parent(s)/guardian(s) will authorize the staff to give emergency aid and treatment in the case of injury and in case of major injury, the parent's (s')/guardian's (s') physician named by the parent(s)/guardian(s) will be contacted. If necessary, the child shall be taken to the nearest emergency room.
4. Admission or re-admission of any child after a communicable disease must be accompanied by a certificate of approval by the child's physician or the time period as recommended by the Health Department must have elapsed.
5. Parent(s)/guardian(s) are to notify the center when their child is known to have been exposed to a contagious disease/condition outside the center.
6. Parent(s)/guardian(s) is/are to seek medical advice if a question of health is involved.
7. The school, or staff, is not liable for accidents or illnesses occurring to the child while he/she is in its care—unless it is evident that the accident or illness was the direct result of the worker's negligence.

GENERAL INFORMATION

1. Parent(s)/guardian(s) are encouraged to dress their children suitable for active play. **Children are NOT permitted to wear flip-flops, sandals, open-toed or heel-out shoes (no clogs or sling-backs).**
 - Put child's name on his/her coat, sweater, hat, rain boots, rain coats, diaper bags, bottles, etc. (Label all items with your child's first and last name).

For health and safety reasons, children are not allowed to wear hair beads.

 - Every child will have an afternoon rest period as required by state law.
2. Breakfast, lunch and an afternoon snack is served daily. **Do not** allow your child to bring food or drinks including candy or gum into the center. **All food and drink items must be discarded prior to entering the center.** The center participates in the Child Nutrition Program of the State Department of Education which requires that an application be submitted by each child who enrolls in the center.
3. Parents/guardian(s) must notify the office any time a child is to be absent, giving reason for the absence.
4. Parent(s)/guardian(s) should report any upsetting experience, which may affect the child's action in the center.
5. Parent(s)/guardian(s) should report immediately any change of address or telephone number. Help the child (children) learn his/her address and telephone number.
6. Each child being transported by parent(s)/guardian(s) or other designated person(s) shall be accompanied into and out of the center by the parent, guardian, or other person.
7. The center shall require the parent(s)/guardian(s) or other person(s) designated by the parent(s)/guardian(s) to sign (signature required, **initials not acceptable**) each child out at each departure from the center, indicating the time of departure.
8. The center shall require written authorization from a child's parents(s)/guardian(s) to release a child to any person other than the parent(s)/guardian(s) or persons designated on the child's preadmission form. **Persons signing children in/out of the center MUST BE at least eighteen (18) years of age.**
9. The center shall require unfamiliar authorized persons to show photographic identification when releasing a child.
10. Parent(s)/guardian(s) are strongly encouraged to participate in at least two (s) conferences with child's teacher and/or a conference with the Director during the year. Parent(s)/guardian(s) are also encouraged to visit the classroom to learn of the teaching program provided. However, please do not plan to arrange for conferences during the regular teaching period. A cooperative spirit helps to make children happy. Regular progress reports will be available for parent(s)/guardian(s).
11. Parent(s)/guardian(s) should teach the child (children) safety habits in walking to and from the car in the parking lot. **Please do not park in prohibited or reserve areas when picking up or dropping off your child. Cars parked in the Fire Lane will be ticketed!!** Always take precaution when you are getting your child (children) out or putting your child (children) in the car. **DO NOT** leave siblings or other children in the car unattended by an adult.
12. Personal items belonging to child other than teacher requested items should not be brought to center (**Example: jewelry, toys**). On some occasions, the child may be asked to bring some items from home for "Show and Tell Day". You will be informed by the staff of the particular time.
13. Parent(s)/guardian(s) will be encouraged to participate in special learning activities.
14. Use of cellular phones is not allowed in the center.
15. Newsletters will be distributed to share interesting events at school and to keep you abreast of our educational themes and special activities.
16. At Central Alabama OIC Early Childhood Development center it is our aim and goal to provide the safest environment possible for our children and staff. In order to continue to keep this safe environment, **we are asking parent(s), /guardian(s), relatives and friends that bring and pick up children to PLEASE LEAVE THEM AT THE FRONT DESK IN THE MORNING.**

**HOLIDAYS/CLOSURE DAYS
CENTRAL ALABAMA OIC EARLY
CHILDHOOD DEVELOPMENT CENTER
CALENDAR**

Labor Day Holiday	Monday, September 7, 2015
Veterans Day Holiday	Wednesday, November 11, 2015
Thanksgiving Holiday	CLOSE AT NOON: Wednesday, November 25, 2015 Will REOPEN, Monday, November 30, 2015
Christmas Holidays	Monday, December 21, 2015 THROUGH Friday, December 25, 2015
New Year's Holiday	CLOSE AT NOON: Thursday, December 31, 2015 Will REOPEN, Monday, January 4, 2016
Martin Luther King Birthday	Monday, January 18, 2016
Graduation	TBA
Memorial Day	CLOSE AT NOON: Friday, May 27, 2016 Will REOPEN, Tuesday, May 31, 2016
Independence Day	CLOSE AT NOON: Friday, July 1, 2016 and Will REOPEN, Tuesday, July 5, 2016

CENTRAL ALABAMA OIC EARLY CHILDHOOD DEVELOPMENT CENTER DAILY SCHEDULE

A typical daily schedule for 2 ½ to 5 years old is as follows:

06:50 A.M.-07:45 A.M.	Arrival, Free Play
07:45 A.M.-08:00 A.M. ACADEMIC SCHOOL BEGINS	Handwashing in Classroom
08:00 A.M.-09:00 A.M.	BREAKFAST , Toileting, Handwashing
08:45 A.M.	ALL STUDENTS SIGNED IN FOR THE DAY
09:00 A.M.-09:10 A.M.	Morning Announcements
09:10 A.M.-09:20 A.M.	Music and Movement
09:20 A.M.-09:35 A.M.	Whole Group Activity
09:35 A.M.-10:05 A.M.	Small Group Center Activities
10:05 A.M.-10:25 A.M.	Indoor Play-Child's Choice
10:25 A.M.-10:50 A.M.	Outdoor Play
10:50 A.M.-11:00 A.M.	Handwashing in Classroom
11:00 A.M.-12:00 A.M.	LUNCH , Toileting, Handwashing and Teeth Brushing
12:00 NOON-1:30 P.M.	Rest time
1:30 P.M.-2:00 P.M.	Outdoor Play
2:00 P.M.-2:30 P.M.	Handwashing in Classroom, SNACK , Toileting, Handwashing
2:25 P.M.-2:35 P.M.	Afternoon Announcements
2:30 P.M.-3:00 P.M. ACADEMIC SCHOOL ENDS	Arts and Crafts
3:00 P.M.-3:30 P.M.	Indoor Games
3:30 P.M.-3:40 P.M.	Afternoon Announcements
3:40 P.M.-5:00 P.M.	Centers: Library, Listening Station, Blocks, Art
5:00 P.M.-5:30 P.M. 5:30 P.M.	Clean-up, Story time Center Closed

PUBLIC NOTICE

A copy of the Minimum Standards for Day Care Centers and Nighttime Centers – Regulation, and Procedures may be obtained by contacting the Department of Human Resources.

Address: Office of Child Care Licensing
Child Day Care Partnership
State Department of Human Resources
50 Ripley Street
Montgomery, AL 36130-4000

Telephone number: (334) 242-1425

Complaints regarding known or suspected violations of the Minimum Standards, may be reported to the Department of Human Resources at the address and telephone number above.

Information regarding substantiated licensing complaints and violations of the Minimum Standards may be obtained from the Department of Human Resources at the address and telephone number above.

FOR INQUIRIES OR CONCERNS

Pertaining to the Central Alabama OIC Early Childhood Development Center
Contact the Director at:

Central Alabama OIC Early Childhood Development Center
2035 Mobile Road
Montgomery, AL 36108

ECDC Office: (334) 265-1600

OIC Administrative Office: (334) 265-1594 Fax: (334) 834-5667

Web Site: www.centralalabamaoic.com

Financial Agreement

1. Tuition is due every Monday upon arrival. Tuition is late after 12:00 Noon Monday (See #2 below). You may pay in advance for the month. Fees are due in advance. You may deliver the payment or mail to the childcare center director (do not send by the child) by first of the month or week. All Accounts must be current. The charges are for places reserved for your child in the center – not for a period of attendance.

Traditional School Day Rate:	7:30-3:30	Ages 2 ½ -School Age	\$80 per week
Extended School Day Rate:	6:50-5:30	Ages 2 ½-School Age	\$100 per week
Fixed School Day Rate:	6:50 5:30	Ages 5 week-2 ½	\$120 per week

(In accordance with the Department of Human Resources and OIC’s policy, no child is allowed to remain at the center for more than 10 hours a day.)

**** In the event of a holiday falling on a Monday, the tuition is due the first business day of that week.****

Sibling Rate: 10% Discount on your total tuition cost.

2. **A late tuition fee of THIRTY-EIGHT (\$38.00) Dollars will be assessed after 12:00 NOON Monday** and EIGHT (\$8.00) per school day will be charged for each day thereafter until payment is received. You must pay total amount due for tuition and all late fees on Tuesday upon arrival. You will not be allowed to sign-in your child on Tuesday if full payment, including late fees, are not paid upon arrival.**

Traditional School Day Rate:	7:30-3:30	Ages 2 ½ -School Age	\$80 per week
Example:	1 Child	Paid on Monday BEFORE 12 NOON	\$80.00
	1 Child	<u>Paid on Monday AFTER 12 NOON</u>	\$118.00

Fixed School Day Rate:	6:50 5:30	Ages 5 week-2 ½	\$120 per week
Example:	1 Child	Paid on Monday BEFORE 12 NOON	\$120.00
	1 Child	<u>Paid on Monday AFTER 12 NOON</u>	\$158.00

3. **Late Pick Up Fees**
There is a \$ 32.00 charge for the first five (5) minutes after your child’s scheduled departure time and \$7.00 every additional five (5) minutes (**Late Fee is due when child is picked up**).
4. **There are to be no deductions or refunds for the stated fee for absences, part of the day or holidays.**
Child absent for long-term illness beyond one month will be charged a holding fee of 1/3 monthly rate, not to exceed a total of two month’s absence. The director must be notified of duration of absence. Absence without notification and advance payment will terminate your child’s place in the center.
5. There are to be no deductions or refunds for the stated fee for absences, part of the day or holidays except long-term illnesses or absences.
6. **Returned Check Fee**
There is a **\$38.00** charge for a returned check.
7. Refunds for child’s withdrawal prompted by parents/guardians withdrawal from school are at the same rate as regular pupil tuition. An adjustment period of two (2) weeks is granted by the center. If the child (children) has/have exceptional adjustment problems, the parent(s)/guardian(s) will be asked to remove the child (children) from the center.

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 childcare 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

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**PARENTAL AUTHORIZATION
FOR
EMERGENCY MEDICAL TREATMENT**

DATE: _____

IN CASE OF ACCIDENT OR ILLNESS:

Should my child, _____,
(Print First and Last Name of Child)

Become ill during the time that he/she is in the charge of the

Central Alabama OIC Early Childhood Development Center or suffer an accident of any nature, the
(Name of Center)

Center shall undertake to contact me immediately. In the event, the Center is unable to reach me immediately,

I, _____, authorize the center to secure such medical attention
(Print First and Last Name of Parent/Guardian)

and care for my child as may be necessary.

Signed: _____
(Parent(s) or Guardian(s) Signature)

Date: _____

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**INDIVIDUAL, TRANSPORTATION/ARRIVAL/DEPARTURE PLAN
FOR CHILDREN TRANSPORTED TO CENTER BY
PARENTS/GUARDIANS/OTHER AUTHORIZED INDIVIDUALS**

I, _____,
(Name of Parent(s)/Guardian(s))

or _____ will bring
(Authorized by me)

_____ to OIC EARLY
(Name of Child)

CHILDHOOD DEVELOPMENT CENTER at _____ AM
(Approximate Time)

Each day. I (We) or an authorized person 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 each day at _____ PM. I understand that I or the authorized person must
(Approximate Time)

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.

Signed: _____
(Parent(s) or Guardian(s))

Date: _____
(Approximate Time)

Central Alabama OIC, Inc.



Video Security Policy

OIC maintains a system of cameras in some of the rooms used by the Early Childhood Development Center. These cameras record the visual images and activities of participants in our Childhood Development programs. By signing this document, the parent or sponsor of the child(ren) participating in our programs give permission to OIC to record these images. These videos are strictly confidential and shall not be released to any person except by way of subpoena from court competent jurisdiction, and then only under seal. The protection, security, and privacy of our children is important to OIC and this policy and procedure is implemented because (1) recorded sequences usually contain numerous children's images and (2) OIC wants to prevent any child's images from being shown or provided to unauthorized persons. These video recordings are not maintained by OIC in perpetuity and any person who wishes for OIC to maintain a particular video sequence must give written notice to Geraldine Hill, the Center Director, within five (5) business days from the recorded date of the sequence with a detailed description of the recorded sequence which identifies, without limitation, the room or rooms in which the sequence was recorded, the activities recorded, the date and approximate times between which the recording is believed to have been made, and the reason for requesting said video sequence.

By signing this document, I, _____, acknowledge and agree to
(Please Print)

the above stated Video Security Policy with regard to the following child(ren) _____,
(Please Print)

who is/are enrolled in the Early Childhood Development Program at OIC, Inc.

Signature

Date

CHILD'S PERSONAL PROFILE

Amount of time child stays outdoors: _____

Ages and sex of playmates: _____

Type of play engaged in: _____

Favorite play activities: _____

How often do you read to your child? _____

How does your child react when
He/she does not get her/his way _____

Behavior habits (biting nails,
tantrums, etc.) _____

Does your child make new friends
easily? _____

Fears and how you handle them: _____

Favorite toys: _____

Special interest: _____

Favorite books & stories: _____

Favorite TV programs: _____

Special groups (art, sports, etc.) _____

Hobbies: _____

Is your child used to playing
alone or with others? _____

Does your child attend
Sunday School? _____

Other church organizations: _____

Right or left handed: _____

Ways you discipline your child: _____

Central Alabama OIC Early Childhood Development Center

2035 Mobile Road, Montgomery, Alabama 36108

Phone: (334) 265-1600 Fax: (334)834-5667

Website: www.centralalabamaoic.com

Child Physical Examination Form

Name of Program: **Central Alabama OIC** County: **Montgomery**

To be completed by child's nurse or physician within 30 days of enrollment

Name: _____ Birth Date: _____

Date: _____ HT _____ = _____ % WT: _____ = _____ % BP: _____

Eyes: _____ Ears: _____

Nose/Throat: _____ Teeth: _____

Heart: _____ Circulation: _____

Lungs: _____

Skin: _____ Nutrition: _____

Special Conditions:

Allergies: _____

Daily Medications: _____

Other: _____

PLEASE PRINT LEGIBLY

Examined By: _____ Phone Number: _____

Complete Mailing Address: _____

Physician's/Nurse's Signature: _____ Date: _____

Central Alabama OIC, Inc.
Early Childhood Development Center
Memorandum of Understanding

I, _____ parent(s)/Guardian(s)
of _____, have read the Central Alabama OIC, Inc. Early Childhood Development
Center Handbook and I agree to abide by the rules and guidelines as stated. They were developed based on the
licensing agency's guidelines, DHR, and are in the best interest of the children and center operations. My signature
below acknowledges my receipt and understanding of the documents, rules, regulations and guidelines.

Initial

- _____ I. Goals
- _____ II. Mission
- _____ III. Requirements for Registration
- _____ VI. Health Requirements
- _____ V. General Information
- _____ VI. Holiday Closures
- _____ VII. Daily Schedule
- _____ VIII. Public Notice
- _____ IX. Financial Agreement
- _____ XI. Child Pre-Admission Record
- _____ XI. Parental Authorization for Emergency Medical Treatment
- _____ XII. Individual, Transportation/Arrival/Departure Plan
- _____ XIII. Video Security Policy
- _____ XIV. Child's Personal Profile
- _____ XV. Child's Physical Examination Form

Signature: _____ Relationship to Child: _____ Date: _____

Signature: _____ Relationship to Child: _____ Date: _____