

Diversity Mission Academy & Childcare Parent Handbook

1345 South Memorial Drive Prattville, Alabama 36067



FOUNDERS:

Wendy Coleman & DaVina Toliver

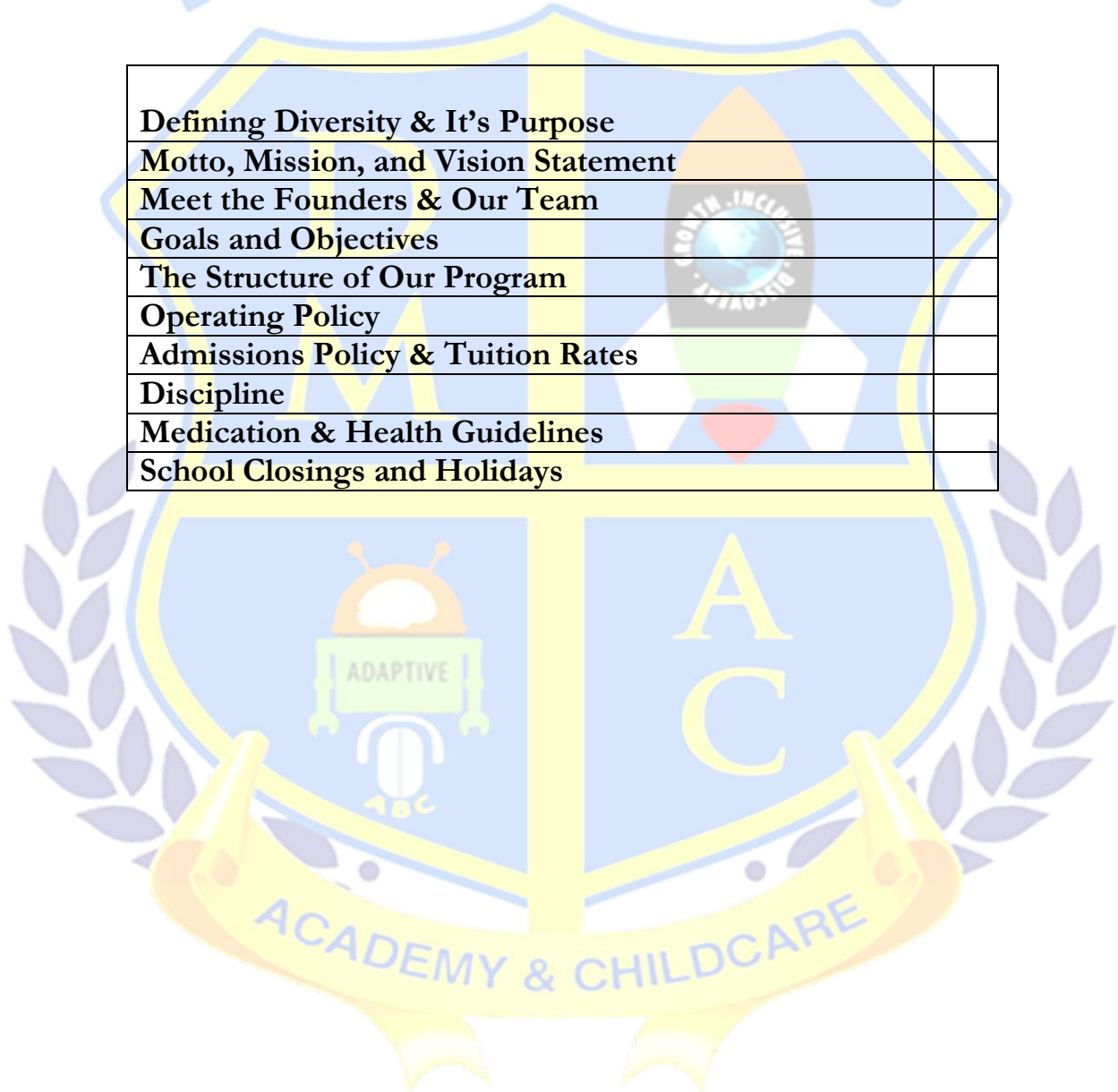
Established in 2018



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Diversity Mission(s) Academy and Childcare: is a galaxy of chosen individuals that orbits in their unique abilities. We are composed of diverse sediments that make up differences that rocks the earth. We embrace the need of those whom rockets or engines are fueled in patterns unlike others.

We are adaptable in that we seek to service a pool of hidden talents; fishing out the unique abilities of those who have been drowned out or whose voice have been silenced by the norm, or the facet of: **“The One Size Fits All Model”**.

We are diverse in the belief that all children can learn; however, it must take place within the parameters that fits his or her learning model. We understand that all (children/people) are different taken into account the visual aspect of race, color, gender, culture, or religious creed, but most importantly within the way they function and process the environment around them.

We hold true to who we are and whom we seek to become. We seek to become one of the leading catalyst/markets for those in need of a diverse learning climate. We are a Launchpad for growth and development that will catapult into successful learning opportunities.

Purpose of Opportunity Statement

We believe that it is our sole purpose and mission to create a model for Universal Learning and care that meet the unique needs of a diverse set of learners, children, infants, and toddlers 6 weeks to 12 years old: in an educational/viable setting that is conducive to their individual milestones and or learning abilities: while constituting a foundation for early learning, building a sense of self, and belonging for all children including students with learning differences/special needs. In the mere future, we seek to serve as a Homeschool learning sight for students/children who may not be suited for the traditional classroom setting, or who have been displaced/gone through expulsion.

Vision Statement: *Opportunities of Success, Excellence, Care, Growth, Faith, Discovery, Play and Laughter through Inclusive, Yet Adaptive Learning Models.*

Motto

Inclusive, Learning, Discovery, Play, Faith, Laughter, Care, and Growth

Mission and Vision Statement

Our Mission is to serve as a bridge of early intervention for children and parents in which it has been determined that a unique learning environment is necessary for the growth of complex learning styles or unique abilities.

Diversity exists to provide a safe, developmentally appropriate, yet inclusive environment for infants, toddlers, preschoolers, and school age children.

Our focus is to provide a stimulating early learning and a childcare experience that promotes learning in the areas of each child’s social emotional, physical, and cognitive ability.

We are committed to embracing, supporting, and nurturing the individual need of the children and the families in which we will serve. It our desire to equip them with what is truly necessary to become and experience that in which it means to become **“Life-long learners”**, and pillars of their community.

Our Core Values



Our Faith, Our Community, and Our Commitment



School Motto

Diversity Missions Academy and Childcare. Where Learning is Universal. Learning includes all. It cannot be modeled only expressed and geared to represent me and how my mind is trained to be. At Diversity we love God, to learn, laugh, grow, play and discover. We are a gift from the Lord. We are his Reward.

Psalm: 127:3-New Living Translation:(NLT)

Children are a gift from the Lord. They are a reward from him.

The Missionist (s) Behind the Rockets: Our Dream God's Mission





Who Am I: I am a native (37) of Sylacauga, Alabama. I am a wife (Brian O. Coleman), mother of three:(JaKayla, Brian Jr, and Wynton), Girl Scout Troop Leader, educator, and an Evangelist-(Servant of God) on the ministerial staff of Father, Son, and Holy Ghost Church. Most Importantly, I am a Woman on a Mission with a mere assignment to use my gifts to teach, organize, restore, and transform for

all in which it has been purposed. That being to build up God's Kingdom, our community, and to aide those in distress/need of an alternative yet untraditional method of childcare that will service children in an inclusive learning environment or setting that caters toward their developmental and individual milestones.

Educational Background:

- Sylacauga High School-ADV-Diploma
- B.S. in Elementary Education-(HQ)
- M.S. of Education-Middle/Secondary-(HQ)-Highly Qualified
- ED.S Specialist-Admin. Curriculum & Instruction
(Upon Completion)

Contributing Educational Facilities Include:

- Faulkner University
- Troy State University
- Alabama State University
- Walden University

Skill Set: a diverse background in elementary and continuing education, skill training, advisement, strategic planning, curriculum design and instructional development, executive recruitment, and conflict resolution; a variety of training, completed numerous hours of educational research, workshops, consulted on course development plans, aided in revision of curilca for students with diverse learning styles, served on the improvement plan committees, and the SACCS accreditation team that granted Alabama State University's Early Childhood Center Accreditation.

Community & Commitment

Affiliations Include: various community-based activities/projects, PTA Board and Title-I Parent Committee, Girl Scouts of Southern Alabama, Marbury Youth League of three years, Another Life African Ministries of Kenya, Africa through Father, Son, and Holy Ghost Church: Youth and Outreach Ministries Department. Featured in the Montgomery Parent Magazine and recognized as the 2013 Family of the Year for continued commitment to family and community.

Now Diversity

Diversity Mission(s) Academy was birth from a place of hurt/and a mere search to gain an understanding of my youngest son (Wynton), children just like him, and the varied levels of intellect that they often display. Studies show the adverse effect and the rise of children affected by special needs within the educational realm those being: children with learning differences, hyperactivity, developmentally or speech delayed, children on the Autism Spectrum, and much more. These children typically fall beneath the baseline and are under-served within the general education sector. These children are mainstreamed into the traditional classroom and their voices are going unheard; be it time-out/sensory room, or a resource room setting. Without early detection and early intervention these children and their families are swallowed up by the mere notion that all children are given a fair and equal opportunity to obtain a free and appropriate education. Falling into this class of individuals; I have firsthand experience on the calamities in which this may impose. Which is why God has birth Diversity Mission Academy and Childcare. Diversity Mission Academy would like to serve as a bridge or place where children, infants, and toddlers can learn, discover, and achieve individual milestone at a pace that's comfortable for them. No I'm not a psychologist, columnist, nor am I a behavioral specialist, but I am a mom of of a little boy who is extremely active and intelligent. Who was not quite ready to enter the World of the traditional classroom setting and is continually faced with challenges in his daily walk within the parameters of his school day. Having to face the reality of having a child with learning differences, adjusting to his learning style, and way of thinking really pushed me into the role of wanting to service those who were and are just like me:

- Afraid of placing their child/children into a setting/place that does not understand or constantly judges based on the performance of his/her peers, marginal base lines or groups by what is said to be the norm .
- Understand the need for patience, acceptance, and that every learning model just doesn't fit every child. Knowing that each child has a **Diverse** set of needs intellectually, socially, and emotionally.

Learning at its best takes place when an environment is adaptive and nurturing. Our program is designed to create opportunities under a learning scope that caters to the need of early learners purposed for transition, growth, and development in a way that will catapult/rocket them into success. **"Diversity is Not Your Average Childcare" Provider.**



Who Am I: I am Davina Tolver and I am Victorious. I enjoy spending quality time with my family. I have the honor to be married for 22 years to my best friend Geno Tolver. I have two teenagers Nicholas (16) and Nykiah (13).

Starting Diversity is an opportunity to share my heart. Children and adults are put in chaotic situations and are driven down a path that causes them to house un-useful treasures, and carry them throughout their childhood. With Diversity in mind I would like to provide parents with a *fence, a gate, a safe haven, "a home away from home"* for infants and toddlers.

Educational Background

- Associate Degree in Cosmetology
- CDA-Child Development Associate

Contributing Educational Facilities Include:

- Autaugaville High School
- Wallace Community College
- Ashworth College

Skill Set

Established Entrepreneur, Event Specialist/Coordinator: specializing in weddings, birthday parties, baby showers, individual consultations, and more, Office Management, Certificate of Training in Childcare, along with continuing education classes.

Community & Commitment

My husband and I founded Abundant Life Church Ministries in 2014. We have serviced and counseled several hurting men and women. I am the Co-Founder of "Iron Sharpen Iron Ministries" servicing the need of new ministries within the body of Christ. I am committed to beautifying the soul and image of those who come across my path. I am an advocate for the up keep and advancement of my community, one who seeks out to protect and restore those who have been broken.

I am an entrepreneur. I have owned my own business for over 20 years. I always dreamed of opening a Center/(School). After working as a Managing Cosmetologist for 20+ years, I felt the desire for child care growing more and more in my heart. I begin to make the proper steps to accomplish this goal.

Going from Hair to Child Care some may think is a big jump, but Beauty is my passion. I have beautified many ladies on the outside and made them feel beautiful on the inside. So, with Diversity, I can instill beauty on the inside, so that it may be shown outwardly.

Looking back over my life to see where God has directed my path, I can say that If I continue to follow as He leads me, I am Victorious. My experiences as an Entrepreneur, Cosmologist, First Lady/Counselor, Mom of two children has prepared me for this moment. I know that I am a vehicle of change and can thrive/move through all climates/environments with minimal preparation and a mere notation or expectation with indefinite success. However, with God all things are possible. So, as I continue to delight myself in Him, He will continue to give me the desires of my Heart.

I know I made the right move in working this mission, I don't see it as a job and I enjoy being with the crying, the tattle telling, the runny noses, the hugs, the loudness and the smiles and laughter. I love it. Our children are our future.

**"OUR DREAM HIS MISSION"
...WE ARE DIVERSITY...**



Meet Our Team

We only employ staff members that exhibits quality care, commitment, and respect to the children and parents in which we service. Each employee must meet the standards set forth by the Department of Human Resources and for the State of Alabama Department of Education. This includes all background and criminal checks. We will operate a licensed facility subjected to all laws by all state departments - fire, health and labor departments as well as any agency that governs childcare.

Meet Our Team

Ms. Ann Anderson
Pre-School Teacher

Ms. Cindy Moss
Diversity Substitute

Miss JaKayla M. Coleman
Student Volunteer/Aide

Latoya Jordan
*Legal Representative
Consultant, & Disability Advocate*



Our Goal

Our Goal is to:

- Service our Community in a means of quality affordable childcare
- Disrupt traditional educational models
- Fashion and form multiple learning opportunities and environments that meet the individual need of each student or child within our care
- Create an environment that is conducive to meeting the needs of students that require multiple learning strategies and opportunities to achieve target goals, specific or specified learning outcomes within their level of abilities
- Create a safe and yet comfortable means of leaning for all children and students
- Establish a sense of community that operates as an outlet for a safe place for parents and children with an assured sense of belonging for the individual advancement or need of their children

Objectives

Our Objective is:

- To provide an appropriate childcare and an educational program for children 6 weeks-12 years old.
- To provide a foundation for early learning.
- To serve as a means of detection or indication of a learning disability or disabilities.
- To provide a coordinated and yet comprehensive instructional program for
- To provide activities that foster social development that maximize the possibility of assimilation or inclusion into traditional school and community activities/programs
- To serve as a bridge/aid for children to transition into the traditional educational setting at or of the desire of the parent.
- To become a homeschool component for parents and children that request or need those services, with understanding these services will be based upon need and or necessary/immediate placement.
- To provide appropriate related services to students with disabilities as needed.
- To encourage parental involvement and understanding of their children's need, and special education programs/services if so it is found necessary.



Diversity Mission(s) Academy & Childcare

Diversity Mission Academy will be composed of several different components with the notation to meet the need of the families that we serve. We understand that there is need for educational climates that are safe, nurturing, provide a foundation for early learning, and that constitutes a curriculum that is flexible enough to meet the need of those who require additional attention and varied strategies to meet their learning curve.

Diversity Mission Academy seeks to enroll infants, toddlers, and students who require an alternative approach to the traditional classroom. We seek students and parents who are in search of a safe nurturing environment that customizes care and learning to meet the need of those we serve.

The Structure of Our Program

Our Curriculum is individualized and yet comprehensive. Our curriculum is designed by our in house expert with your child in mind. We will strive to promote a love for God and learning through a curriculum that is geared to meet the need of a diverse set of principles and learning.

We encompass hands on learning, play, and discovery for early learners, Christian base character education traits, a technology base learning system that will serve as the core of our curriculum in that it will build, reinforce reading, writing and math skills.

Unlike most, our curriculum may be used by children with special needs, as well as by gifted, and mainstream students. Allowing students to

- proceeds at their own pace
- build on existing skills/knowledge
- be placed and progress at an independent level
- to become active learners through exploration and discovery
- learn new opportunities in a safe and supportive environment
- balances learning with fun
- experience a multifaceted arena of Love, Learning, and God through a diverse set of teaching designed with them in mind.

As an independent Childcare Provider/Pre-School: Diversity Mission Academy and Childcare is not required to adopt any federal or state educational standards or programs that impede upon the delivery or the method in which our students will be expected to learn and our teachers to teach. In that we reserve the right to determine alignment of standards and do so with careful consideration. Diversity Mission Academy and Childcare, will stay abreast of best practices and research in use; to provide our students with the best possible opportunity to learn and succeed in an environment that is most natural for learning.



Our Academy Offers the Following: Childcare Services through Our Rocket Center and Learning Academy

Diversity Mission(s) Academy Rocket Center Childcare Services

DMAC Rocket Center will service the needs of Infants and Toddlers: Ages 6 weeks-24months. These Rocket Blasters and Explores will spend their day in a fun, caring, nurturing environment that will stimulate their cognitive, spatial, and social skills through various methods of learning and play as they develop, learn how to talk, move, dance, laugh, and play.

Diversity Mission(s) Learning Academy: DMAC will provide service for Pre-schoolers, Pre-Kindergarten, and Kindergarten Age Children. This set of Titans will learn through structured and self-guided learning activities that will allow them to discover, learn, and play in an inclusive environment that allows them to learn at a pace that is viable for the transitioning stages of their life.

Rocket Blaster, Explores, and Titans will be exposed to concepts that teach:

- Bible lessons, song, and scriptures that will embrace a love for Christ
- Socializing and Sharing Know how to share and cooperate; Work together and take turns; Participate in group activities and follow simple directions; Communicate wants and needs; Follow class rules; Stand quietly in line; Follow directions agreeably and easily; Pay attention for a time span that is suitable for their age, and Share materials.
- Establish left- or right-hand dominance.
- Cutting, Drawing, and Writing Cut with scissors; Hold a crayon and pencil correctly; Draw and color beyond just scribbles; Appropriately use and hold pencils, paint brushes, and glue.
- Handwriting Skills-Tracing/Staying in the Lines
- Letter Sounds and Letter Recognition
- Word Knowledge/Sense that introduce 3-4 letter words.
- Colors, Shapes, and Objects Recognize the name of colors; Recognize basic shapes; Recognize body parts; Name and describe common shapes; Identify, sort, and classify objects by color, size, and shape.
- Numbers and Counting Recognize and identify the numbers 1 through 50; Correctly count 10 or more objects; Identify what numerals 0 to 9 look like and able to name them correctly; Recognize, write, order, and count objects up to number 50; Will be exposed to addition and subtraction (add with a sum of 10 or less and subtract from 10 or less).
- Time and Seasons Identify the time of everyday events to the nearest hour; Understand time concepts like yesterday, today, and tomorrow; know seasons throughout the year.



Daily Schedule(s): Each Class Schedule is slightly different and is designed with the developmental need of each age group. Schedules are posted outside of each classroom or will be placed in each child learning binder/folder. **Our Babies schedule will be on different from those listed below a feeding and napping schedule of their own created/individualized by the parents and their teacher and Infants Schedule**



| Infants & Toddler Schedule | Activity |
|----------------------------|--|
| 7:00 a.m.- 8:20 a.m. | Open Play/Social/Peer Interaction Hour |
| 8:20 a.m.- 8:30 a.m. | Clean-Up/Restroom/Potty Break/Diaper Check |
| 8:30 a.m.- 9:00 a.m. | Breakfast |
| 9:00 a.m.- 9:15 a.m. | Restroom Break/Clean-Up Areas |
| 9:15 a.m.- 10:00 a.m. | Circle Time |
| 10:00 a.m.-10:15 a.m. | Restroom Break |
| 10:15 a.m.-11:30 a.m. | Outdoor Play/Activity/Music/Creative Play & Expression |
| 11:30 a.m.-12:00 p.m. | Lunch |
| 12:00 p.m.-1:00 p.m. | Diaper Change/Potty Break/Quiet Activity Story Time |
| 1:00 p.m. - 2:30 p.m. | Nap Time |
| 2:30 p.m.-3:30 p.m. | Diaper Change/Potty Break & Afternoon Snack/Activity |
| 3:30 p.m.- 5:30 p.m. | Outdoor Play/Activity/Music/Creative Play & Expression |
| 5:30 p.m.-6:00 p.m. | Clean-Up and Dismiss |

| Preschoolers & Pre-Kindergarten Schedule | Activity |
|--|---|
| 7:00 a.m.- 8:20 a.m. | Open Play/Social/Peer Interaction Hour |
| 8:20 a.m.- 8:30 a.m. | Clean-Up/Restroom/Potty Break |
| 8:30 a.m.- 9:00 a.m. | Breakfast |
| 9:00 a.m.- 9:15 a.m. | Restroom Break/Clean-Up Areas |
| 9:15 a.m.- 11:00 a.m. | Instructional Time/Learning Activity/Centers |
| 11:00 a.m.- 11:30 a.m. | Music/Table Toys Blocks/Clay/puzzles |
| 11:30 a.m.- 11:35 a.m. | Break/Clean-Up for Lunch |
| 11:40 a.m.- 12:10 p.m. | Lunch |
| 12:15 p.m.- 12:30 p.m. | Restroom Break/Clean-Up After Lunch |
| 12:30: p.m.- 1:00 p.m. | Quiet time/Bible Story/Calming Activity |
| 1:00 p.m.- 2:30 p.m. | Naptime |
| 2:30 p.m.-3:00 p.m. | Restroom Break & Afternoon Snack/Activity |
| 3:30 p.m.- 4:30 p.m. | Reinforce Skills/Intervention/Learning Center(s)/Technology |
| 4:30 p.m.- 5:30 p.m. | Creative Play, Dance, and Expression Supervised Activity |
| 5:30 p.m.-6:00 p.m. | Clean-Up and Dismiss |



Diversity Mission Academy and Childcare Operating Policy

Hours of Operation

| | |
|-----------------------------|---------------------|
| Early Morning Care: | 6:00 a.m.-8:30 a.m. |
| Daycare & Pre-School Hours: | 8:30 a.m.-3:30 p.m. |
| After School Care: | 3:30 p.m.-6:00 p.m. |

Early Morning Care: 6:00 a.m.-7:00 a.m. considered early morning care and will be provided upon request to ensure that the proper staffing is in place. Early Morning Care is \$10 a day and must be paid at the time services/the request have been rendered.

Arrival and Departure:

Upon arrival children should be brought into the center and signed in by parent(s), guardians, or an responsible adult. Those bringing student in must be on the infant/toddler/student parent permission and drop-off form. Children/Siblings **15** years of age and under will not be able to sign-in or drop-off children. All persons signing in and dropping off students must have a **DMAC** identification card or a valid identification be it via: issued driver's license, military ID, or state issued identification. Parents will not be allowed into the building and students will not be admitted or released without the following measures being followed.

Nutrition

A nutritious breakfast, lunch, and afternoon snack is provided daily. Our lunch Menu/Calendar will be sent via Kinderline, photo/text message, and or email. Children who food allergies and are picky eaters are encouraged to bring lunches, snacks, or foods suited for his/her diet.

Attendance/Rates: Students enrolled are expected to attend daily but it is solely depending upon the parents need of childcare. We understand the need for social development, mommies or daddies needing a dayout, or instances that warrant emergency childcare services. Individuals seeking these services must submit, complete, and adhere to all of DMAC's Operating and General policies of those enrolled.

Which is why we offer varied rates and services to meet your individual need or those seeking these options. However, we do not prorate fees, or adjust rates due to late arrivals, family vacations, illnesses, subsidy cuts, or for other varied reasons. Parents of Children/Infants/toddlers who are enrolled are required to pay according to the rates and Payment Policy Within the Handbook below.



Diversity Missions Academy and Childcare Tuition

Effective October 22, 2018

| Student Ages | Full Time | Part-Time |
|----------------------|----------------|-----------|
| 6 weeks -12 months | \$130 | \$78 |
| 13 months -18 months | \$115 | \$78 |
| 19 months-36 months | \$110 | \$69 |
| 3 & 4 year olds | \$100 | \$60 |
| After School | \$45 | \$45 |
| Drop-In Service | Based Upon Age | \$50-\$25 |

The following is a list of items needed for each age group:

6 weeks to 12 months

Bottles with breast milk or formula already prepared- bottles should be clearly labeled with the child's name, juice, cereal and baby food as needed, labeled with the child's name. Diapers, wipes, diaper cream, at least two (2) changes of clothes, pacifier, orajel (for teething toddlers).

One and Two Year Olds

Diapers or Pull-Ups Sippy Cup labeled with child's name
Wipes, Two changes of clothes Blanket and twin sheet/nap mat

Three and Four Year Olds

One change of clothes, a Blanket and Twin sheet/nap mat Backpack
Additional Supplies for each classroom are required. Each Classroom teachers will provide a list of additional materials that each student will need. Please be sure ALL items are labeled with your child's name. We are not responsible for items that are not well marked. Please do not allow your child to bring toys from home, as this tends to cause problems in the classroom. We have plenty of age appropriate toys in each classroom.

Diversity Mission Academy seeks to enroll children, infants, and toddlers who require an alternative approach to the traditional classroom. We seek students and parents who are in search of a safe nurturing environments that customizes learning to meet their individual need at a pace that fits their learning abilities. DMAC admits students without regard to race, color, learning ability.

Admissions Policy:

- Individuals enrolling their Children in DMAC agree to abide by the policies and educational philosophy practiced at DMAC.
- Parents must submit properly completed application forms, registration fees and required documentation along with registration fees.
- Registration and the first week payment are due upon admittance
- K3-K4 applicants must be potty-trained or in transition. Potty training is a huge milestone/transition in a child's life. To aide in the process and to make this as easy on all involved, Parents must provide a written statement of the applicants training stages and or how DMAC and or its employees should be prepared to continue the process for the betterment of the child.
- We welcome all children with special needs, learning differences, and behaviorally challenged. The center will receive children in its care regardless of race, creed, color, and religion or disability status. The preface is that the current staff must be able to accommodate special needs children without a staff increase to care for the disabled child. An individual childcare plan will be generated by both the parents and staff of DMAC to meet the specific needs of the child. It will be both confidential and or only discussed with those deemed necessary, those persons being an aide, the teacher, administrative personal, and the parent.

Dismissal/Acceptance Policy:

Diversity Mission Academy and Childcare reserves the right to dismiss a child from enrollment in the program at any time for non-payment.





Diversity Missions Academy Uniform Policy & Schedule

Uniform Schedule: Children should wear uniforms unless directed otherwise. Please Adhere to Our Uniform Policy. Students/Children enrolled in Diversity are expected to have uniforms within 7-10 days of enrollment, registration, and or the first day of attendance. There will be a \$5 weekly fee accessed after the tenth day. Failure to adhere to this policy may result in dismissal from the program. Be sure to communicate a need/hardship and or the inability to purchase uniforms for those reasons.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|--|--|
| Red & Blue | Blue and Gold Plaids or Navy Combinations | Navy & Khaki | Gold & Blue | Dress Down |
| <ul style="list-style-type: none"> Red Tops Navy Blue Bottoms/Pants Rompers, Skirts, | <ul style="list-style-type: none"> White Shirts Plaids Cross or Neck Ties Plaid Romper Dresses/Skirts Navy Sweaters/Cardigans | <ul style="list-style-type: none"> Navy Polos Blue and White Shirt/Sweater Combinations Khaki Bottoms Pants, Skirts, Rompers | <ul style="list-style-type: none"> Gold Tops Navy Bottoms, Rompers, Skirts Cardigans Sweaters | <ul style="list-style-type: none"> Parent Choice Spirit Shirt & Jeans Uniforms Combination to be Announced |
| Girls Tops | Girls Bottoms | Girls Socks/Shoes | Girls Bows/Accessories | Girls Sweaters Cardigans/Jackets |
| <p><u>Shirts/Tops</u></p> <ul style="list-style-type: none"> White Peter Pan or Collared Shirt Polos Red, Navy, and Gold | <p><u>Dresses/Skirts/Rompers</u></p> <ul style="list-style-type: none"> Khaki, Navy, or Plaid Bottoms/Rompers Pleated Plaid, Navy/ or Khaki Skirts- <p><u>Pants</u></p> <ul style="list-style-type: none"> Navy & Khaki | <p><u>Shoes</u></p> <ul style="list-style-type: none"> Black, White, or Brown Shoes <p><u>Socks/Tights</u></p> <ul style="list-style-type: none"> Knee Socks white/Blue/red | <p><u>Accessories</u></p> <ul style="list-style-type: none"> Plaid Cross Ties <p><u>Bows</u></p> <ul style="list-style-type: none"> White, Blue, Black, White, and Plaid | <p><u>Sweaters/Jackets/Cardigans</u></p> <ul style="list-style-type: none"> Navy Blue White |
| Boys Tops | Boys Bottoms | Boys Socks | Boys Shoes | Boys Sweaters, Cardigans Jackets |
| <p><u>Shirts/Tops</u></p> <ul style="list-style-type: none"> White Oxford Collared Shirt Polo- Blue, Red, Gold | <p><u>Pants</u></p> <ul style="list-style-type: none"> Blue, Black, or Khaki Black/Brown Belt | <p><u>Socks</u></p> <ul style="list-style-type: none"> Black White Blue | <p><u>Shoes</u></p> <p>White, Blue, Black, or Brown</p> | <p><u>Sweaters/Jackets/Cardigans</u></p> <ul style="list-style-type: none"> Navy Blue |

Bringing Toys to School

Please do not allow children to bring any toys from home to school without special permission. *We are not responsible for any lost or stolen toys and/or electronics*

Birthday Parties

We are happy to celebrate your child's birthday at school. If you plan to celebrate your child's birthday at school, please coordinate everything with their teacher. If you plan on passing out invitations to a birthday party at another location, we ask that you include everyone in the class.

Photography and Media

We love to take pictures of our students interacting throughout the day. If you wish for your child's photo to NOT be posted on our Facebook page, website, or any preschool publication please indicate that on his/her media permission form.

Methods of Communication

Diversity Mission Academy and Childcare uses the *Kinderline* Communication System for checking children in and out, messages, take payments, send receipt, announcements and much more. Varied method of Communication such as *Newsletters*, *Text Messages*, and *Emails* May be used as well.

HEALTH GUIDELINES

Abuse and Neglect Reporting Requirement

Diversity Missions Academy and Childcare is required by law to report any suspected child abuse, neglect, exploitation, or deprivation according to Alabama Department of Human Resources.

Accidents

Diversity Missions Academy and Childcare is not liable or responsible for injuries resulting in medical expenses sustained while your child is in our care. A record of accidents and injuries is kept on file for each child.

Sleep Policy

Back to sleep/SIDS Policy and Procedures As recommended by the Alabama Department of Human Resources.

Immunization

All students must present an up-to-date state of Alabama Certificate of Immunization form (blue slip) on or before their first day of attendance. We do NOT accept any immunization exemptions, including State of Alabama Certificate of Medical Exemption or Alabama Certificate of Religious Exemption.

To prevent the spread of Communicable disease of infection we require the following:

- Each child must have an updated immunization form on file.
- Parents must notify DMAC if their child has been exposed to or is absent due to a communicable disease outside of DMAC.
- If your child becomes sick at school, we will notify you to pick him/her up within one hour.

Guidelines for Common Illnesses

Chicken Pox: Children can return six (6) days after the onset of the rash or when the lesions have dried and crusted. Parents must provide a doctor's note upon return.

Colds: Children may return to the center if fever is not present for 24 hours without the use of medicine.

Diarrhea: A parent will be called to pick up a child if 2 or more watery bowel movements occur within an hour or 3 occur within 24 hours. The child may return to school when symptoms have subsided for 24 hours or if the stool is cultured and is negative. Parents must provide a doctor's note upon return.

Vomiting: A child with 2 episodes of vomiting within 24 hours will not be allowed to attend until the vomiting has subsided for 24 hours. A parent will be called to pick up a child when a combination of vomiting and diarrhea are present during the same school day. Parents must provide a doctor's note upon return.

Fever: If a child has a fever of 100.4 degrees or higher via a forehead or temporal thermometer a parent will be called to pick up a child. The child may return to school when the child has been fever free for 24 hours without fever reducing medication.

Hand-Foot-Mouth Disease: Child may return to the center once all sores are no longer oozing and have crusted over and in the process of healing. Parents must provide a doctor's note upon return.

Head Lice: Child can return after 24 hours after treatment the first two treatments.

Pink Eye: Child can return once the pink eye has been treated with an antibiotic for 24 hours and the discharge has stopped. Parents must provide a doctor's note upon return.

Ring Worm: Must be treated for 24 hours and covered upon return to DMAC. Parent must provide a doctor's note upon return.

Strep Throat: Child can return 24 hours after the start of treatment and if the child is fever free. Parent must provide a doctor's not upon return.

Flu: Child can return 5 days after being diagnose and must fever free. Doctor's note will be required upon return. In the event of a non-contagious situation, a child may return to DMAC with a doctor's note stating that a physician has seen the child and the child is not contagious.

Medication

It is our policy that we do not administer oral medicine unless you provide a physician's note with exact dosage indicated. Any prescription drug or over-the-counter drug sent to DMAC must be in its original container and must be clearly labeled with your child's name, the name of the drug, and directions for administering the drug (this includes medication for breathing treatments) Parents must also fill out a medication form weekly to leave at the preschool. Medication will only be given between the hours of 11 am- 12 noon and 2 pm-2:30. Medication that is only to be given once or twice a day will be you, the parent(s), responsibility to administer the given medicine.

If your child requires an emergency type plan (ex: Epi-pen, Benadryl), a meeting is required with the director(s) prior to the first day of school. An appropriate emergency plan along with a prescription form your child's pediatrician will be written and kept on file. In addition, a weekly parent authorization form must be signed for each medication. For the safety of all of our children, emergency medicines cannot be stored in a backpack but must be locked up with the appropriate documentation.

Nutrition

A nutritious breakfast, lunch, and afternoon snack is provided daily. Our lunch Menu/Calendar will be sent via *Kinderline*, photo/text message, and or email. Children who food allergies and are picky eaters are encouraged to bring lunches, snacks, or foods suited for his/her diet and or specific taste.

Food Restriction Allergy or Requirements

In the event that a child has special food restrictions or requirements, a physician's note must describe the concerns, the food plan (ex: limited or no juice, food amounts), the restrictions and requirements.

Potty Training/Toileting

We are here to help! We are ready to assist you in any way possible with potty training. We will not initiate your child's training but will assist you in helping your child succeed. Please communicate your "techniques" and any "terminology" in which you use with your child to your child's teacher, so that we can say and do the same things. Please dress your child in clothing that makes this process easier for him/her. Examples Include: pants that have elastic in the waste, skirts, or dresses. With consistency and cooperation, your child's success will be maximized. If your child is potty trained and has occasional accidents or requires assistance with any portion of the process. Examples Include: pulling pants up and down, wiping, or reminders to flush. Please, Please, Please send additional clothes in case of an accident.

DISCIPLINE

The Philosophy of DMAC is based on spiritual growth and development. The belief is that children learn appropriate behavior through watching others, model teacher, spiritual growth, self-concept, and social relationships. It is important children are taught and understand limitations, but more importantly, children need to know that they are in a loving environment.

Our goal is to be proactive. Providing proper space, teacher/child ratio, and well-planned developmentally appropriate activities will normally prevent discipline problems. Redirection will be

the next step in any age group along with an explanation of why the behavior is inappropriate. If age appropriate, the teacher will help the child talk through his/her choices. Example: Which is the good choice? Was what you did a good or bad choice? The idea is to help the child learn self-discipline in making choices for him/herself. If the behavior happens again then the child will have to sit quietly and miss certain activities for a brief period of time.

Following through with the “” will be the next step. If the unacceptable behavior continues, you receive a phone call. In the event, that the undesirable behavior continues, we ask that you come and pick your child up. In NO case will corporal punishment, scolding, or shaming be used.

Conduct such as spitting, hitting, kicking, scratching, biting, or attacking other children or teachers will not be allowed. After following the above procedures, parents will be contacted if the behavior continues. At this time, the director(s) will determine the appropriate next step.

Directors/Teachers will document all behavior issues on the “Behavior/Incident Documentation” forms. After signed by the directors, forms will be put in the child’s folder and filed away.

BILLING & PAYMENT POLICIES

Cash, check, money orders, or credit card (Visa, Master Card, Discover) are acceptable methods of payments. Receipts will be emailed/texted via Kinderline to the email address that have on file for you. If you do not see the receipt in your inbox check your spam folder and add the contact info to your address book. Checks should be made to DMAC and placed in the tuition box with your child’s name written on them. If you are paying with cash it needs to be given directly to one of the directors and a receipt will be generated for proof of payment.

****There are three (3) payment options/schedules for paying Tuition****

Once a Month: Tuition is due on the first day of each month and considered late on by the 5th.

Twice a Month: The first portion/half of the payment is due by the 1st of the month (considered late on the 5th) and the second half is due on the 15th (considered late one the 18th).

Weekly Payments: tuition is due by Thursday of that given week (considered late the following Monday at 6 pm/Pick-Up). Tuition not paid before the “late dates” stated above a late fee of \$10 or 10% (whatever is greater) of the unpaid amount will be charged to your child’s account.

ALL outstanding balances must be paid in full by the end of the month, and before the upcoming school year

*Note: If for some reason program subsidies are cut/suspended you will be responsible for paying your child’s childcare fee/tuition and any balances that accrue.

*Note: If you would like to discuss your account please call and make an appointment with the directors.

*Note: After one (1) returned check, the responsible parties must make payments with cash, credit card, or money orders. Monthly financial statements will reflect an insufficient fund fee. DMAC reserves the right to remove a child at any time for non-payment of tuition and fees. Provided there is availability, the child is eligible to re-enroll once tuition is paid in full.

On the day that you register, you accept responsibility for all tuition and fees that occur for your child's spot on the predetermined start date. All fees are payable in advance. Refunds are not given for absences, holidays, illness, vacations, or closure due to inclement weather. Tuition is due for the weeks in which holidays are observed by the DMAC. DMAC is a ministry of the founders themselves, however, this ministry functions solely/completely on the income provided through tuition and fees. DMAC Bucks or Stipends may be used to increments of \$25 but no more than \$50 per payment. Please see special discounts for additional details.

Early Drop off/Late Pick up We offer early drop off at 6:30 am for an extra \$10 a day. A parent must request early drop off at registration to be pre-approved with the director(s) so we can plan for appropriate staffing. All children must be picked up by 6:00 pm; late fees will be imposed for parents who pick up late. Parents will be charged \$5 for the first minute and \$1 for each subsequent minute.

DISCOUNTS OFFERED:

Diversity Missions Academy and Childcare offers Diversity Bucks that may be used to offset the cost of childcare tuition/fees/ payments at the direction of the director(s) disposal. They may be used for special holidays, vacations, and for unforeseen illnesses/absences. In essence

***Sibling Discounts:** After the first child, families with multiple children will receive a \$___ discount weekly.

***Military Discounts:** We would love to honor our military by offering a \$5 discount to anyone with a valid military ID on registration fee.



Diversity Missions Academy and Childcare Tuition

Effective October 22, 2018

| Student Ages | Full Time | Part-Time |
|----------------------|----------------|-----------|
| 6 weeks -12 months | \$130 | \$78 |
| 13 months -18 months | \$115 | \$78 |
| 19 months-36 months | \$110 | \$69 |
| 3 & 4 year olds | \$100 | \$60 |
| After School | \$45 | \$45 |
| Drop-In Service | Based Upon Age | \$50-\$25 |

The following is a list of items needed for each age group:

6 weeks to 12 months

Bottles with breast milk or formula already prepared- bottles should be clearly labeled with the child's name, juice, cereal and baby food as needed, labeled with the child's name. Diapers, wipes, diaper cream, at least two (2) changes of clothes, pacifier, orajel (for teething toddlers).

One and Two Year Olds

Diapers or Pull-Ups Sippy Cup labeled with child's name
Wipes, Two changes of clothes Blanket and twin sheet/nap mat

Three and Four Year Olds

One change of clothes, a Blanket and Twin sheet/nap mat Backpack
Additional Supplies for each classroom are required. Each Classroom teachers will provide a list of additional materials that each student will need. Please be sure ALL items are labeled with your child's name. We are not responsible for items that are not well marked. Please do not allow your child to bring toys from home, as this tends to cause problems in the classroom. We have plenty of age appropriate toys in each classroom.



SCHOOL CLOSINGS, WEATHER DRILLS & EMERGENCY PROCEDURES

Inclement Weather:

If it becomes necessary to close or delay the opening of DMAC because of inclement weather, it will be announced on *WSFA, 104.3 Hallelulab F.M., Facebook,* and or *Kinderline* the night before the increment weather is expected; or no later than 6:00 a.m. or within 30 minutes that the warning has put into effect. We will make the final decision and will allow pickup for up to 30 minutes thereafter.

In the event of severe weather, the children will be taken to the back rooms completely away from doors and windows, emergency and severe weather plans will be practiced routinely.

Special Emergencies/Malfuncions

In the event we should be without water, heat, electricity, or other such mechanical problems, it may be necessary to close the center until the problems are corrected. If we should lose power or water for an extended period of time while the children are present in the center, you will be notified immediately and called to come pick up your child.

If the center should experience a fire or other such emergency which causes evacuation of the building, the children will be taken to the parking lot furthers away from the building and the parents will be called.

HOLIDAYS

Diversity Missions Academy and Childcare observe all State and Federal Holidays. Additional School Closings will be posted/announced as well.

Labor Day
Martin Luther King Day
President's Day
Veteran's Day President's Day
Thanksgiving Holiday
Good Friday
Christmas Holiday(s)
Memorial Day
New Year's Eve & New Year's Day
Independence Day

Parent Permission Forms & Parent Contracts





Diversity Missions Academy & Childcare

Diversity Mission Academy & Childcare Parent Contract

(Please Initial on beside each acknowledgment statement in which you understand)

- I have received and read Diversity Missions Academy Handbook
- I understand and agree to abide by all the policies and procedures outlined in the DMAC Parent Handbook.
- I understand and agree to abide by DMAC hours and days of operation.
- I understand and agree to abide by the registration policies.
- I have read the information about the daily environment.
- I understand and agree to abide by the guidelines.
- I understand and agree to abide by the parent relations and I will be involved in my child's learning and making sure that he/she has materials that he/she needs
- I understand and agree to abide by the health and illness policies outline in the DMAC handbook, including medication policy.
- I understand and agree with the discipline philosophy.
- I understand and agree with the registration fees.
- I understand and agree to abide by DMAC billing and payment policies outlines in the DMAC handbook.
- I understand and agree that non-payment of tuition and fees or an accumulated balance may result in my child's removal from DMAC.
- I understand and agree to the DMAC tuition schedule.
- I understand and agree to abide by the policies regarding late pick-up during normal school hours.
- I have received a list of the holidays and days closed for DMAC.
- I have submitted a current State of Alabama Certificate of Immunization Form(s).
- I understand that all registration forms, medical information, emergency contact information, and blue immunization card must be turned in before my child is considered officially enrolled in DMAC.
- I have read, appropriately marked, and signed the Parental Agreement information.

Parent/ Guardian Signature

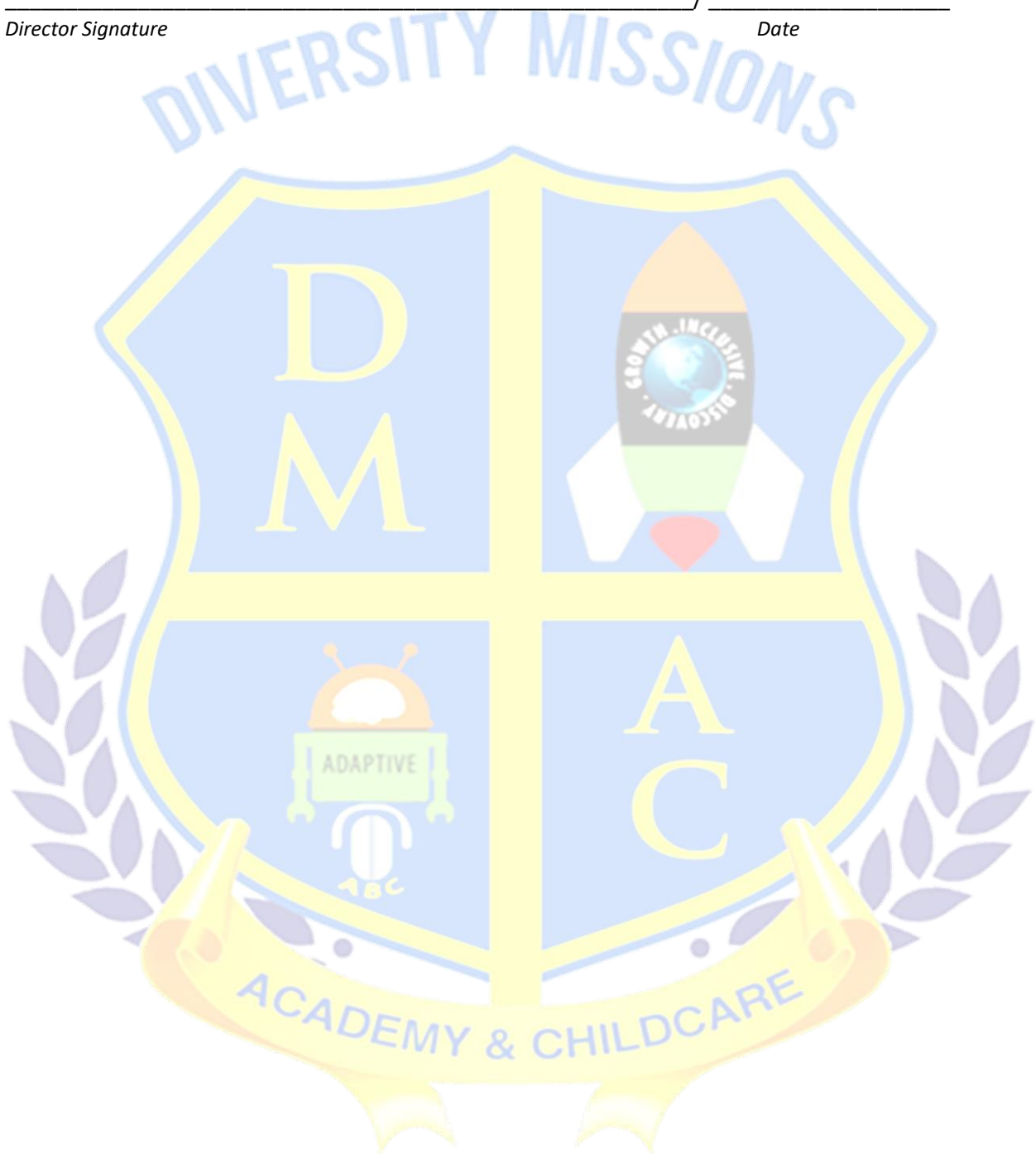
Date

Director Signature

Date

Director Signature

Date





DIVERSITY MISSIONS ACADEMY & CHILDCARE APPLICATION

This section is to be completed by a parent or legal guardian

Please Circle the Program of Interest: Full-Time Part Time Occasional Care/Drop-In Special Program Tutoring

Child's Full Name: _____ Date of Birth: _____

Mother's Name: _____ Mother's Cell Phone: _____

Mother's Email: _____

Father's Name: _____ Father's Cell Phone: _____

Father's Email: _____

Address of Parents/Guardian(s): _____

Mother's Employer: _____ Work Phone: _____

Father's Employer: _____ Work Phone: _____

Medical Information: Child's Doctor: _____ Phone: _____

Emergency Authorization: I give permission for Diversity Missions Academy 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.

Parent/Guardian Signature / Date

**Form not valid without signature of child's parent/guardian *Page one of two forms not valid without second page.*

Describe all special needs or instructions below:

I understand that the Department of Human Resources does not inspect activities away from Diversity Missions Academy and Childcare.

_____/_____
Parent/Guardian Signature Date

I give permission for my child to participate in: Activities away from Diversity Missions Academy
____ YES ____ NO

_____/_____
Parent/Guardian Signature Date

Form not valid without the signature of the child's parent/guardian above

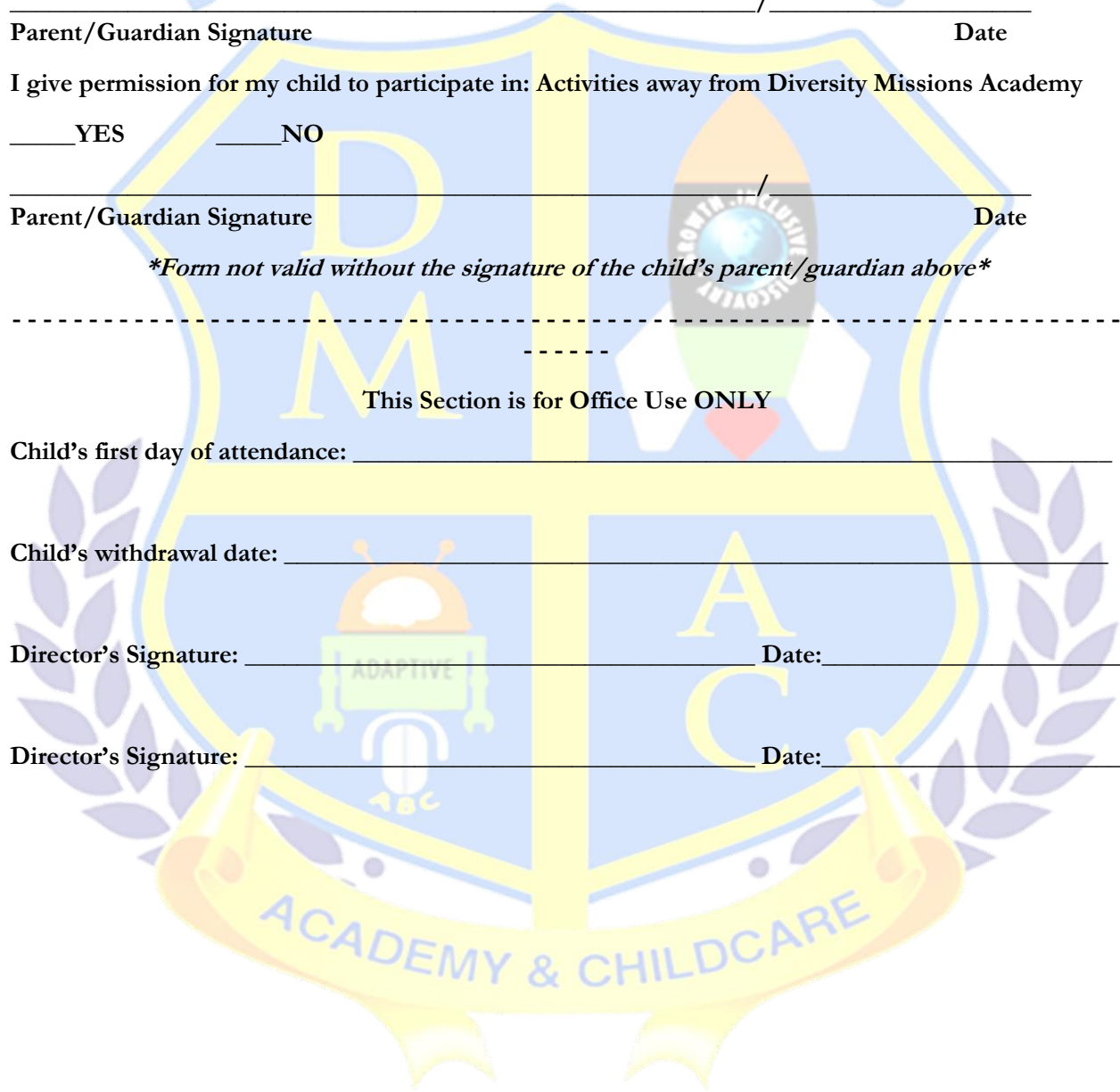
This Section is for Office Use ONLY

Child's first day of attendance: _____

Child's withdrawal date: _____

Director's Signature: _____ Date: _____

Director's Signature: _____ Date: _____





DIVERSITY MISSIONS ACADEMY & CHILDCARE

PARENTAL AGREEMENT

1. Diversity Missions Academy agrees to provide childcare for _____ on a
(circle one): Full-Time Part-Time Drop-In Special Programs Tutoring

Full-Time is for children 6 weeks-PreSchool and is Monday-Friday from 6:30am-6:00pm, every week during the year with the exception of holidays. Diversity Missions Academy has set it rates as follows:

| Student Ages | Full Time | Part-Time |
|---------------------------------|----------------|-----------|
| 6 weeks -12 months | \$130 | \$78 |
| 13 months -18 months | \$115 | \$78 |
| 19 months-36 months | \$110 | \$69 |
| 3 & 4 year olds | \$100 | \$66 |
| After School | \$45 | \$45 |
| Occasional Care/Drop-In Service | Based Upon Age | \$50-\$25 |

2. Before any medication is dispensed to my child(ren) I will provide a doctor’s note as well as written authorization which includes: name of child, date, name of medication, prescription number, dosage, date and time of the day medication is to be given, and when it was last given at home. Medicine must be in the original container with the child’s name marked on it. Diversity Missions Academy agrees to keep me informed of any incidents, including illness, injuries, adverse reaction to medications, etc., which include my child. Should my child become ill or hurt and I cannot be reached, I hereby give permission for Diversity Missions Academy & childcare to take my child _____, to Baptist Medical Center of Prattville for treatment when delay would be dangerous. I agree to assume responsibility for payment.

3. My child will not be allowed to enter or leave the facility without being escorted by the parents, or person authorized by parents, or Diversity Missions Academy personnel.

4. I acknowledge it is my responsibility to keep my child’s records current to reflect any significant changes that may occur. (i.e. telephone numbers, work location, emergency contacts, child’s physician, child’s health status, infant feeding plans and immunization records, etc.).

I have read all the policies and procedures, understand them, and agree to abide by them as they are written.

_____/_____
Parent/Guardian Signature *Date*

_____/_____
Director(s) Signature *Date*

_____/_____
Director(s) Signature *Date*

My Commission Expires: One Year from the Date Above or the Start of a School Term

Parent Signature: _____ Date: _____





Diversity Missions Academy & Childcare
Feeding & Allergy Plan

Child's Name: _____ Birthday: _____

Does your child take a bottle, what temperature? _____

Does your child hold their own bottle? _____

Does your child eat: Strained foods? YES NO Whole milk? YES NO Baby foods?
YES NO

Table foods? YES NO Formula? YES NO Breast milk? YES NO

What type of formula do you use? _____

Amount of formula to be given: _____

Does your child take a pacifier, when? _____

What Type of Food Does Your Child Like/Dislike?

Likes: _____

Dislikes: _____

Allergies (insect, bugs, medical, food, formula, etc.): _____

Important Information:

1. Please update this plan regularly as new foods are added or other dietary changes are made.
2. All bottles with formula or breast milk should be sent already mixed daily with your child's name and current date. If there is milk or formula left in your child's bottle, it will be discarded and will not be put back in the refrigerator.
3. Do not bring any jars of food already open. If you want the teacher to only feed them $\frac{1}{2}$ of a jar, please put that amount in a plastic container with your child's name on it and keep the other half at home. Any uneaten food will be thrown away.
4. If your child uses their own sippy cup we ask that you bring their juice or milk in a plastic container with your child's name on it and we will fill their cups as needed. Please make sure their names are on their cups as well.

_____/_____
Parent/Guardian Signature *Date*

Director(s) Signature: _____ Date: _____

Director(s) Signature: _____ Date: _____





EMERGENCY INFORMATION & CONTACT LIST

Child's Name: _____ Date of Birth: _____

Please list below, in order, the names or individuals, including parents, we should call in case of an emergency.

RELEASE TO LIST:

Child's Name: _____

Parent/Guardians: _____

Special Needs/Allergies: _____

1. _____, Relation _____

2. _____, Relation _____

3. _____, Relation _____

4. _____, Relation _____

5. _____, Relation _____

If there is anyone the child **SHOULD NEVER** be released to under any circumstances, please list below.

1. _____

2. _____

3. _____

4. _____

5. _____



DIVERSITY MISSIONS ACADEMY & CHILDCARE

To help us plan for your child's needs, please provide the information requested. Our staff will be better able to understand concerns and responses as well as offering an encouragement to your child. This information will be kept confidential.

Child's Name: _____ Name Called: _____

Mother/Guardian: _____ Father/Guardian: _____

Marital Status of Parents/Guardians: (please circle all that apply)

Friends Engaged Married Separated Divorced Widowed

Would a translator be needed for communication? YES NO

If yes, please list the name and phone number of the translator(s) available.

Does this child have siblings? If yes, please list the name and ages.

Are there others living in the household? Please give relation to child and ages.

Have there been births, illnesses, deaths, adoptions, or other changes in the family structure, which have affected your child? If so, please describe briefly.

Does your family attend church _____ YES _____ NO

Does your child have allergies documented by a physician? (food, medications, etc.)

What does your child say when wanting to go the bathroom? (If language other than English, please write out the pronunciation).

What are your child's favorite play activities?

What opportunities does your child have to play with other children?

Does your child have any pets?

Is your child attached to a “special item” (blanket, toy, stuffed animal)?

Does your child have any special fears (animals, storms, etc.)? _____ YES _____ NO

If yes, how does he/she express fear and what do you do to calm them?

What methods of discipline have you found most effective with your child?

How does your child react to new situations?

Are there any habits (nail biting, thumb sucking, etc.) or other issues that we need to be aware of?

Is there anything else we should know about your child or that you would like to share with us?

