

Welcome to Our Shine Academy and Learning Center

First Day Parent Guide & Information



Our Mission

To nurture the whole child—mind, body, and spirit—by providing a safe, supportive, and enriching environment that empowers children to grow, learn, and shine.



 **Phone:** 205-434-3121

 **Email:** Ourshinellc@outlook.com

1. Complete and turn in all required documents

- Admission Application & driver's license
- Up to date Immunization Form
- Parent Handbook Acknowledgement Form
- Photo Release Form

2. Download Procure from your phone's app store

- Stay connected to your child's classroom by downloading the Procure app!
- Get photos & videos, send & receive messages, receive updates on meals/bottles, diapering, naps, make payments and more!
- See link in Welcome email to create a Procure account

3. What to bring?

- A weather appropriate change of clothes labeled with the child's name
- Blanket or nap mat for nap time
- For infants and toddlers (if applicable):
 - Diapers, wipes, change of clothes, bibs
 - Pre-made bottles for the length of the day labeled with the child's name.

4. Do I need to keep my child home?

- The wellness and safety of our children and staff is our top priority. Please **do not** bring your child to school if he or she is experiencing any signs or symptoms of illness. This includes but not limited to:
 - A fever over 100.4
 - Diarrhea and /or vomiting
 - A runny nose with colored discharge
 - Uncontrolled coughing
- Please refer to your parent handbook for more information regarding our sick policy

5. Morning drop off

- All children must be signed in by 9:00am unless they have a doctor's appointment. Upon entering, a valid doctor's note must be given to the front office.
- Once you arrive, sign your child in on the sign in sheet or on the Procure app.

6. Picking your child up

- Only authorized adults may pick up children. If someone else will be picking up your child, please call as soon as you know so that we are aware. We will not release children to someone that is not on their pickup list.

7. Nutrition

- We serve meals based on USDA guidelines for breakfast, lunch and afternoon snack.
- We understand that some children may be picky eaters, so parents are more than welcome to bring meals and well as snacks the child will eat.
- If your child has food allergies and/or food sensitivities, parents are required to supply all meals for their child. This is at the advice of JCHD.

8. Tuition, Fees and Payments

- Procure will automatically email weekly tuition invoices. Tuition is due every Friday for the current week.
- If payments are not made prior to afternoon pick up on Friday's or by the end of business, a \$45 late fee will be applied. Children will not be able to attend the following Monday if invoices have not been paid in full.
- We accept debit, credit and ACH payments via the Procure app. An autopay feature is also available.

Revised 1/25

