



Welcome Letter

It is with great enthusiasm that we welcome you to Oxford Children's Academy! OCA is not just a child care center; it is a place where all the children in our care are involved in educational, stimulating, creative, quality, and fun programs that will equip them for their life journey. The programs created at OCA ensure that all our children have the opportunity to expand their development in all areas and develop at their own individual pace.

We endeavor to work in close harmony and collaboration with all our parents in their child's development by keeping them informed of both their child's progress and the center's activities. Parents are invited to participate in their child's day and the daily happenings of the center through our private Facebook groups. If you'd like to be participate in those, you can find us at www.facebook.com/oxfordmb. You are always welcome at the center and it is through this active partnership that we can provide a great beginning for the children!

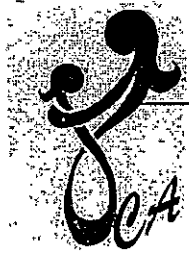
Our aim at Oxford is to give all our children the best possible start in life. We will do this by having caring, loving staff that are not just qualified, but exceptional in the field of early childhood education. We offer loving care that focuses on each child as a unique and wonderful individual and in doing so, builds self-esteem and respect for others.

We strive to meet each child's physical, intellectual, social, and emotional needs. We feel children learn best through play in a loving, organized, natural learning environment. Your child will learn something new everyday by being part of our extended family. Your child will learn important values such as patience, sharing, responsibility, compassion for self and others, communication, and teamwork. He/she will also learn the basics of education such as recognizing the alphabet, numbers, colors, shapes, and how to paint, play with dough, cut with scissors, color with crayons, and the beginning stages of reading.

Children participate in a full range of activities that include music and movement, outdoor play, practical life and sensory activities, arts and crafts, quiet story and sharing times, manipulative, dramatic play, science activities, math and reading readiness, creative arts, and lots of laughter!

This folder contains essential information about our policies and daily operations. If you have additional questions or concerns, please contact our office. We are strongly committed to being in partnership with you to achieve the best educational program for your child. We believe in teamwork and communication, both within the center and with you. We encourage your involvement and communication with your child's teacher. If you have questions at any time, we encourage you to speak with our administrative staff in the office.

We are so excited that you have chosen OCA to play a vital role in your child's early years of exploration and development! We know that choosing a child care center is a difficult decision and we appreciate the trust you have shown in choosing us. Every child at Oxford becomes a part of our center's family and we feel privileged to call you one of our parents. We are looking forward to working with you to provide the best possible care for your child!



First Day Checklist

Infant and Toddler

In this folder is all of the paperwork you will need to complete your child's enrollment at the center. You may bring it in on your first day or you're welcome to send it in earlier so we can check it over before your little one starts.

You should have:

- Family Handbook – please read it carefully and speak to us about any questions
- General Record and Statement of Child's Health for Admission to Child Care Facility
- Child Pick-up Authorization
- Consent for Emergency Treatment
- Consent for Photos/Video
- Confidentiality Policy
- Discipline Policy
- Acknowledgement of Policies
- Tuition Agreement
- Topical Medication Form
- Medication Authorization Form

In addition to the paperwork, you will want to send in the following things:

- Food, formula, bottles and lids – enough for the entire day plus 1 extra. Additionally, please leave either some unmixed formula or frozen breast milk in case of emergency.
- 4-5 complete changes of clothes, including socks, and an extra pair of shoes (if wearing)
- Diapers, wipes, and diaper cream
- Pacifiers (if using) – please leave at least 1 extra in your child's bin
- Optional mobile for your child's crib – a lot of parents buy two of the same so their baby is seeing and hearing the same thing to make them more comfortable and help ease the transition
- 2 boxes tissues

Please make sure everything you send in to the center is labeled with your child's name. Unfortunately, we do not have the space at the center to store your child's carriers or car seats. Please also remember that we cannot give your child any medications (even over the counter ones) without a Medication Authorization Form completed. Additionally, we will need an Allergy Action Plan completed by your pediatrician if your child has any known food allergies.