

Second Missionary Baptist Church Learning Center and
Touch of Grace Christian Academy



Eliminating the Nightmare!

6 weeks - 2nd Grade
Full Version

August 20, 2012 - May 17, 2013

5111 Harry Truman Drive
Grandview, MO 64030

(816) 763-3999
www.smbctgm.com

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**SMBC Learning Center
and
TGM Christian Academy**

5111 Harry Truman Drive
Grandview, Missouri 64030

(816) 763-3999 Fax: (816) 763-8105
www.smbctgm.com

Dr. Donald D. Ford I
FOUNDER and SR. PASTOR
Drum Major

Min. Dr. Carlene Canady
Learning Center Operational
Administrator

Sis. Gayla Hodges
Associate Director

Operating Hours:
6:00 am – 6 PM

Nursery – First Grade

Specializes in **M.O.R.E.**
*Many
Opportunities
Rated
Excellent*

Exempt License Facility
(enabling us to teach the Bible)
A BEKA Curriculum
Spanish, Art,
Music, Science
Reading, Math,
Bible Fairs
Choir

Dove Reading Club
Foster Grandparents
Title VI E.S.E.A. Support
S.E.A.P.
Educational / Vocational /
Informational Field Trips
Mini Society

Greetings to You and Your Family:

SMBC Learning Center and Touch of Grace Christian Academy (SMBC/LC & TGM/CA) extend a hearty welcome to all new and returning students. In addition to receiving infants (6 weeks) and toddlers (walking to 23 months), we have a dynamic program for K-2 through 2nd Grade. We offer the A BEKA curriculum, which is an internationally accepted and accredited program.

The Christian school is not a school merely for the sake of academics, but for the sake of fulfilling the church's God-ordained role in carrying out the Christian education mandate - (Deuteronomy 6:7, Proverbs 22:5, 1 Timothy 4:12).

Since 1982, we have been striving to provide the very best in education for the development of young minds. Traditional teaching methods, biblical discipline and excellence of content all work together in the Christian school to produce students with outstanding character. It takes a village, with *One Band and One Sound*, to raise a child. Discord results when families, communities, churches, and schools are teaching different values that have no intergenerational link. Therefore, our effort this year will be to create "One Band – One Sound" where the school, the community, the home, the church, and everything that the child is involved in is playing on the same page, playing the same tune, and complimenting one another . . . *One Band – One Sound*. Our teachers (section leaders) work throughout the school year in a very structured and systematic way to bring out the best in each student, building sound character traits such as the following:

- | | | |
|----------------------|------------------|-------------------|
| Respecting Authority | Paying Attention | Prompt Obedience |
| Applying Themselves | Understanding | Orderliness |
| Doing Their Best | Carefulness | Honesty |
| Cooperative Spirit | Good Judgment | Achievement |
| Perseverance | Self Control | Respect of Others |
| Respect of Property | Patience | Good Attitude |

Our students are evaluated in these areas as well as in academics. Progress reports for K-2 through K-4 and grade cards for K-5 through 2nd Grade are sent home at the end of each period (see calendar in the back of this booklet.) Yes, it's a big job, but then together we share the joy of seeing a little child become a big success. Parent involvement is strongly encouraged. We invite parents to visit the Center and provide input as they observe our process.

Minister Dr. Carlene Canady, SMBC/LC & TGM/CA Learning Center Operational Administrator and several on our staff have completed an intensive training program of the A BEKA curriculum. All new section leaders (teachers) will participate in training sessions as well.

We look forward to introducing you and your child to a school year of fun and creative learning.

School begins **August 20, 2012**. We offer very competitive tuition for the enhanced program we provide. Operating hours are from 6:30 a.m. until 6 p.m. We serve breakfast, hot lunch and snacks. Bus transportation for the Grandview and Hickman Mills School Districts will be provided, including before and after care school ages and AM and PM Kindergarten.

Our greatest concern is to be a partner with you in the development, care, nurture and education of your child(ren). Thank you for the confidence and privilege.

We have an open door policy at SMBC/LC & TGM/CA. Please feel free to drop by or call Sr. Pastor Dr. Donald D. Ford I (816 761-3115) or Min. Dr. Carlene Canady at 816 763-3999.

Min. Dr. Carlene Canady

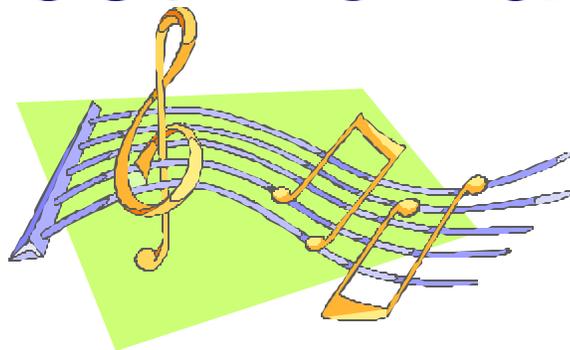
Min. Dr. Carlene Canady
Learning Center Operational Administrator – Assistant Drum Major

Pastor Dr. D. Ford I

Pastor Dr. Donald D. Ford I
Learning Center General Administrator - Drum Major

"One Band  One Sound"

Testimonials



Pastor Ford and Minister Canady:

I pray that you both are blessed and doing well. I had to contact each of you to let you know about Monique's college acceptances and the role I believe Second Missionary Baptist Church Learning Center played in her accomplishments.

Monique has been accepted to Rockford College (IL - Honors College), Lynchburg College (VA) \$56,000 scholarship, University of Minnesota Twin Cities, University of Missouri-Columbia (Honors College) w/\$2,500 scholarship, Southeast Missouri State (full scholarship), University of Central Missouri (full scholarship), Xavier University in New Orleans, LA w/scholarship for full tuition & fees, Florida A & M University w/full scholarship for tuition & fees, SUNY Binghamton (they accepted only 2,000 of 27,000 applicants), and finally Washington University in St. Louis (ranked #12 in the country they accepted only 1,400 of over 23,000 applicants). She also is currently awaiting a decision from Stanford University.

My husband and I are thankful to God for blessing us with such a gifted child and providing the opportunity for her to choose from a list of very prestigious schools. We are also grateful for the solid foundation that Monique gained during her attendance at Second Missionary Baptist Church Learning Center. As you are aware, Monique attended SMBCLC from infancy through fourth grade and graduated valedictorian of her fourth grade class. We know that the strong educational and spiritual foundation that SMBCLC provided to Monique was a tremendous factor in her educational successes. The small investment we made during her early years by paying for her to attend SMBCLC has overwhelmingly paid off. The fact that SMBCLC administrators and instructors encouraged her to never say can't and taught me as a parent to never put limits on my child or tell her that she can't do something were pivotal to her success and my attitude towards her goals.

I encourage the administration and staff of SMBCLC to continue to strive to provide an outstanding education to our youth and continue to remind the children to place no limits on their possibilities, they can achieve what they dream, they can fly!

Yours in Christ,

Walter & Angelia K. Ward
Proud Parents of Monique S. Ward

Our Experience As Parents With the Second Missionary Learning Center

I must admit when my wife informed me she had enrolled our daughter in the K-3 class at the SMBC Learning Center I was very apprehensive. I thought my child, then age 3 ½ was too young to attend school a full day. Daina Rentie had stayed with her Grandmother, a retired teacher her entire life during the day. What was all this "A BEKA" stuff anyway? But, like many first time nervous parents we put our trust in God and off to school our baby went.

Our first day of school was so refreshing. I expected the typical signature of papers, meet the staff, and understand the daily activity bits and pieces. I was pleasantly surprised when I saw Dr. Rev. Donald D. Ford, Sr. He was not just standing around looking like someone in charge. He was in the nearby kitchen with sleeves rolled up helping to serve parents coffee as they dropped their kids off to school. I thought, how cool. Then there was something special about these teachers. They were hugging and kissing the kids. They gathered the school together and began the day praising the Lord. Having been reared in a Christian home but only attending public schools I saw in action how the school day ought to start.

Immediately I began to see great growth in our child. There was something special happening to her. Daina knew her colors and numbers up to 100. She learned how to address adults. And, she knew the names of the books of the Bible in order. She impressed her Grandfather so until he asked her Pastor to have Daina say the Bible names at a Sunday morning worship service. We were especially proud when she stopped only once to tell me she did not need my help. Daina continued to grow her entire 5-year stay. She knew her bible and when attending Sunday School at our church, teachers would ask her to help the other kids to find books in the bible. We were so concerned when her K-4 class started her with cursive writing. But just like other ABEKA programs this too put Daina nearly 18-months to 2-years ahead of her cousins and friends of her own age attending the public schools.

Soon I became involved with the parent support group at SMBC. We called it the PTPCF - Parents & Teachers Preparing Children for the Future. Here is what I saw special at SMBC and why even today I recommend parents to send their children:

1. The Sign-in: Parents are required to sign their child in & out regardless of the age group. This may seem as an inconvenience to many but it addresses symptoms before they become problems. Also, the child is most proud when parents see daily work posted on the bulletin boards. In most school settings, parents are only made aware of concerns when they are major or revealed at the semester Parent-Teacher meeting. This is too late requiring the child & Parent to have to do double work to catch-up should there be unsatisfactory performance.
2. A BEKA, "Excellence in Education from a Christian Perspective is named after the curriculums founder's wife. There are other materials used at SMBC to enrich the

education experience too. What makes SMBC different is she takes the "Excellence in Education" serious. It's not about the degrees the teachers hold. It's not about the number of children enrolled although more is a blessing. It's not about being one of the first to offer A BEKA in this area. It's about execution, follow-up and consistency. Towards the end of our tenure with SMBC, I saw the ministry take corrective actions because she did not feel consistency could be maintained with one of its offerings. I once heard Pastor Ford say, "What good is it to be excellent for only a moment? We must deliver on what we said we are going to do and do it well."

3. Homework: Right from the beginning, our child had nightly assignments. In reality the school was preparing us as parents of the school experience for later years. We heard many parents complain of the time required to assist their child. Those of us whom God has blessed with good jobs, positions and businesses can attest "no pain, no gain." The higher paying jobs or visibility positions all have some nightly duties if one wants bonuses, commissions or promotion.
4. Others Follow SMBC: The best compliment someone could give is when they copy what you do. It really doesn't take much work to do what others started. It takes a lot of work to identify a need, understand the possibilities, write a plan, find some money, hire a staff and pursue excellence. For more than 25-years the SMBC Learning Center has been serving the Grandview area. Soon we saw other groups began to open schools. Some former SMBC Learning Center teachers joined those organizations. We realized that God has once again used SMBC to be the catalyst for all to enjoy and now there is a choice of education more readily in the south Kansas City Area.

Our friends who enrolled their children at the SMBC learning Center years ago all say it was that base that helped their child succeed today. Many of those young people are finishing college. Our child is attending a nearby Christian school only because the SMBC Learning Center stopped at the 2nd grade. It is our hope; dreams & prayers that one-day SMBC too will grow and can offer up to senior high.

David & Lorraine Rentie



Dr. & Mrs. Jesse D. Thomas

517 NE Woodbury Dr
Lee's Summit, MO 64086

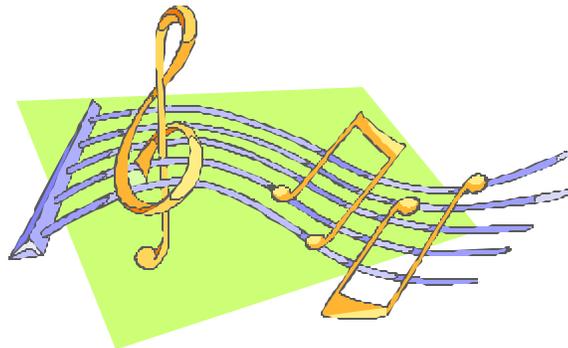
Phone: 816.246.9189
Cell Phone: 816.377.1902

Dear Dr. Donald D. Ford I and Learning Center staff,

We are the parents of Alivia Thomas and we want to let you know how much we appreciate what you and your staff have helped us achieve in preparing our child for her future.

Our daughter Alivia started in the Learning Center when she was 4months old and continued until she was in 4th grade. During that time, Alivia excelled in the Learning Center program in which she had faculty and staff that was genuinely concerned about her education. The Learning Center prepared her in such a way that she tested 1^{1/2} grade levels above her peers in the public school system. The structure, standard and stability the Learning Center provided has truly been a blessing for us and greatly helped us in getting our child prepared for a bright and wonderful future personally, academically and socially.

General Information



Statement Of Enrollment Opportunity And Belief

SMBC Learning Center & TGM Christian Academy (SMBC/LC & TGM/CA) admits students of any race, color, national or ethnic origin.

As a Christian school, SMBC/LC & TGM/CA believes:



the Holy Bible is the inspired, inerrant, infallible, authoritative word of God;



in the Deity of Jesus Christ as the Son of God, including His virgin birth, perfect life, atonement on the cross, resurrection and return;



all men have sinned and salvation is based on acceptance of Jesus as Lord and Savior.

All of the teachings of SMBC/LC & TGM/CA are centered around these biblical precepts that we believe are basic to the Christian faith. Matters of doctrinal difference or personal interpretation are left to the parents.

Subsidized Child Care

We accept children into our school whose childcare costs are subsidized by third party payments from Kansas or Missouri state assistance funds and various scholarship programs. Parents must follow all policies pertaining to subsidized payments from third parties.

(Please see 'Subsidized Tuition' in the "Registration, Rates and Fees section of this Handbook for more details.)

Standards Of Conduct

The SMBC/LC & TGM/CA holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

SMBC/LC & TGM/CA must, therefore: provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 10:31; Romans 14:9, 19, 21; John 15:12; 2 Timothy 4:11-12). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual need of the world and loss of the Christian's physical, mental, or spiritual well being.

A sense of the need for spiritual growth in the light of these principles has led SMBC/LC & TGM/CA to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student.

1. To refrain from swearing (cursing), indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, lewd/lascivious dancing and involvement in inappropriate music while on the premises.
2. To maintain Christian standards in courtesy, kindness, morality, and honesty while on premises.

The selection of restrictions mentioned in this pledge may appear arbitrary to some, but while not condemning others who see differently, SMBC/LC & TGM/CA believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment while at SMBC/LC & TGM/CA and at all times while on the premises of SMBC/LC & CA. Students found to be out of harmony with SMBC/LC & TGM/CA ideas of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

(SMBC/LC & TGM/CA does not provide adequate facilities for Special Needs cases. We reserve the right to refuse services in these cases.)

This standard of conduct will be strictly applied. **Before your child can be admitted to the Center, the Standard of Conduct form must be signed by the Parents and placed in the child's file.**

Signature of Parent/Guardian

Date

Parental Statement Of Cooperation

When enrolling children in the SMBC/LC & TGM CA, parents must sign the following Statement of Cooperation found in the enrollment documents.

It is my understanding that the policy for the school is to make **NO refunds** on registration fees. I give SMBC/LC & TGM/CA permission for my child to take part in all school activities, including bus trips, sports activities, and school sponsored trips away from the school premises. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures and the SMBC/LC & TGM/CA Discipline Policy. Spanking will not be permitted by anyone.

I further agree to hold the school and its agents harmless for any liability claims on behalf of my child or any guardian or parent thereof against the school or any agent thereof because of injury or alleged injury to my child. Should legal action, for any reason, be taken against SMBC/LC & TGM/CA or any employee or agent thereof, on my child's behalf and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that SMBC/LC & TGM/CA or its agent should incur to defend itself against such action.

This Statement of Cooperation will be in effect for as long as my child(ren) listed (or others to be enrolled) attend SMBC/LC & TGM/CA whether it be in the Nursery, Preschool, Elementary, or Summer Camp division.

I understand that should my marital status change, it is my responsibility to have a corrected Parental Agreement signed and updated and delivered to SMBC/LC & CA.

Before your child can be admitted to the Center, the Parental Statement of Cooperation must be signed by the parent and placed in the child's file.

Child's Name

Attending Staff Signature

Date

Signature of Parent/Guardian

Date

Religious Organization Child Care Facility

Notice of Parent Responsibility

Facility Name Second Missionary Baptist Church Learning Center and TGM Academy

Address (Street, City, State, Zip Code) 5111 Harry Truman Drive, Grandview, MO 64030

INSPECTIONS

Section 210.211 RSMo exempts this religious organization child care facility from state licensing and supervision by the Department of Health and Senior Services (DHSS). It is state inspected only for fire, health and sanitation requirements as indicated below. Copies of the inspections are available.

NAME OF AGENCY AND TYPE OF VISIT	ADDRESS	TELEPHONE NUMBER	INSPECTION	DATE
Bureau of Child Care (Health and Safety Inspection)	13901 Noland Court Independence, MO 64055	(816) 325-6175	Pending <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/>	5/1/12
Fire Marshal's Office (Fire Safety Inspection)	P. O. Box 844 Jefferson City, MO 65102	(573) 751-2930	Pending <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/>	3/6/12
Local Health Office or DHSS (Sanitation Inspection)	13901 Noland Court Independence, MO 64055	(816) 325-6175	Pending <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/>	2/16/12

STANDARD STAFF/CHILD RATIOS ESTABLISHED BY THIS FACILITY

AGE RANGE	NUMBER OF STAFF	NUMBER OF CHILDREN
Under 2 years of age	1 staff member for every	6
2 to 4 years of age	1 staff member for every	12-16
5 years of age or older	1 staff member for every	20

Total number of children enrolled by this facility 60

STAFF/CHILD RATIOS FOR LICENSED CENTERS

AGE RANGE	NUMBER OF STAFF	NUMBER OF CHILDREN
Under 2 years of age	1 staff member for every	4
2 years of age	1 staff member for every	8
3 and 4 years of age	1 staff member for every	10
5 years of age or older	1 staff member for every	16

BACKGROUND CHECKS: CHILD ABUSE/NEGLECT AND CRIMINAL RECORD(S)

Statute 210.254 RSMo requires the facility to conduct background checks for child abuse/neglect and criminal record reviews on each individual caregiver and all other personnel (who have contact with children in care) at the facility at the time of employment and every two years thereafter.

Background checks for child abuse and neglect through the Children's Division (CD) and criminal record reviews through the Missouri State Highway Patrol have been conducted on each individual caregiver and all other personnel at the facility as required: Yes No

FACILITY DISCIPLINE AND EDUCATIONAL PHILOSOPHY /POLICIES

The disciplinary philosophy and policies for this facility are:

We provide children and families with learning-oriented quality care in a positive and supportive environment. Guidelines are established in the handbook to assist with the best possible means of training and developing respect and positive responsive attitudes toward authority.

The education philosophy and policies of this facility are:

We provide an environment conducive to the spiritual growth and academic development of young people whereby they are able to speak clearly, read well, and master the Abeka curriculum.

REQUIRED SIGNATURES

Statute 210.254 RSMo requires the facility to furnish two copies of this document to a parent(s) upon enrollment of a child. Parents acknowledge by signature that they have read and accepted the information contained in this document. One copy of this signed document is given to the parent(s); the other copy is retained in the child's record at the facility.

PARENT(S)

DATE

PRINCIPAL OPERATING OFFICER/FACILITY DIRECTOR

DATE

INDIVIDUAL RESPONSIBLE FOR THE RELIGIOUS ORGANIZATION – PASTOR, MINISTER, PRIEST, ETC.

DATE

Statute 210.254 RSMo requires a new facility to file a copy of the Notice of Parental Responsibility with the Bureau of Child Care at least five days prior to beginning operation. Each facility must file the Notice of Parental Responsibility annually during the month of August.

NOTIFICATION OF PARENT RESPONSIBILITY

Pursuant to section 210.254, RSMo Supp. 2000, the NPR will require:

- 1) Notification that the child care facility is exempt as a religious organization from state licensing and therefore not inspected or supervised by the department of health and senior services other than as provided herein and that the facility has been inspected by those designated in section 210.252 and is complying with the fire, health and sanitation requirements of sections 210.252 to 210.257;
- 2) The names, addresses and telephone numbers of agencies and authorities which inspect the facility for fire, health and safety and the date of the most recent inspection by each;
- 3) The staff/child ratios for enrolled children under two years of age, for children ages two to four and for those five years of age and older as required by the department of health and senior services regulations in licensed facilities, the standard ratio of staff to number of children for each age level maintained in the exempt facility, and the total number of children to be enrolled by the facility;
- 4) Notification that background checks have been conducted on each individual care giver and all other personnel at the facility. The background check shall be conducted upon employment and every two years thereafter on each individual caregiver and all other personnel at the facility. Such background check shall include a screening for child abuse or neglect through the division of family services, and a criminal record review through the Missouri Highway Patrol pursuant to section 43.540, RSMo. The fee for the criminal record review shall be limited to the actual costs incurred by the Missouri Highway Patrol in conducting such review not to exceed ten dollars;
- 5) The disciplinary philosophy and policies of the child care facility; and
- 6) The educational philosophy and policies of the child care facility.

Open House

Open House for the SMBC/LC & TGM/CA 2012-2013 school year will take place on Tuesday, September 11, 2012 from 8:00 am – 5:00 pm. You are invited to meet and fellowship with the staff, and review our curriculum.

School Uniforms

All students K-4 thru 2nd Grade are required to wear school uniforms.

The dress code demonstrates a sense of unity and discipline. Uniforms eliminate distractions caused by students being concerned with what others wear to school as well as concerns with their own attire. The intent is to help focus on learning. **The selected uniform colors are:**

Uniform tops: light blue or white and
Uniform jumpers and bottoms: navy or khaki.

Uniform inspections will be conducted at the opening period of each class day. The integrity and positive attitude by which the uniforms are worn can enhance the students' self-esteem and class unity of spirit.

In the event a student attends school without wearing the proper uniform, the parent (not the child) will be notified of the improper dress and a record of the infraction will be made to the child's uniform chart. After five days of improper dress, ½ day to one full day suspension (at the expense of the parent) may be imposed as deemed appropriate by the Learning Center Director. (Unforeseen emergencies will receive consideration. Please contact us as soon as possible if there is an emergency.)

Students must wear the official uniform every day except Friday when T-shirts or other designated dress attire is announced or listed on the school calendar. Uniforms must be clean, neatly pressed and properly fitting. Students may wear blue, black, or all white tennis shoes as well as blue or black regular shoes.

New students are expected to secure their school uniforms within the first three weeks of enrollment.



The dress code for the SMBC Learning Center is as follows:

	<u>Girls</u>		<u>Boys</u>
Blouses	White or Light Blue	Shirts	White or Light Blue
Sweaters	Navy or Khaki	Polo	Long/Short Sleeve
Pants	Navy or Khaki	Oxford	Long/Short Sleeve
Skirts	Navy or Khaki	Sweaters	Navy or Khaki
Skorts	Navy or Khaki	Pants	Navy or Khaki
Shorts	Navy or Khaki	Shorts	Navy or Khaki
Jumpers	Navy or Khaki	Socks	White or Navy
Socks	White or Navy		
Tights	White or Navy		

All Students

Belts – Black or Navy (not mandatory)

Tennis Shoes – Black, Navy, or White

Regular Shoes –Black or Navy

You may purchase school uniforms from the following stores:

* Burlington's

* Gordman's

* Dillard's

* Kids R Us

* JC Penney

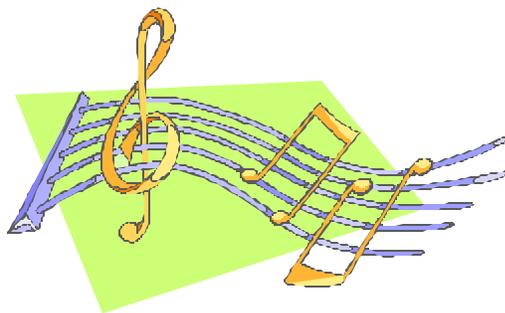
* K-Mart

* Wal-Mart

***Sears (Note: Under the Sears Kid-Vantage Program, if your child wears out his/her uniform before growing out of it, Sears will replace the item(s) of the same size/style free of charge (with exchange of the old items). Please contact your nearest Sears store for further details.**

New students are expected to secure their school uniforms within the first three weeks of enrollment. Additional time will be allowed if required for delivery by the vendor. Until students receive their official uniform, they should wear white or light blue shirts/blouses and navy or tan/khaki slacks/skirts. If you are unsure if a particular item is acceptable, please check with one of us prior to your child wearing the clothing.

POLICIES AND PROCEDURES



Sign-In And Sign-Out Policy

All children enrolled in the SMBC/LC & TGM/CA MUST be signed into and out of our care. In accordance with our insurance liability coverage, in order for SMBC to assume responsibility for your child(ren), the child(ren) must be signed into our care. Similarly, SMBC must document the return of responsibility for the child to the parent by the child being signed out of the Center. The Sign-in/Sign-out books will be located:

Grade	Time	Location
Nursery – Walking Toddler	6:00 am – 8:30 am	On a table by the Nursery 1 Classroom
Nursery – Walking Toddler	8:30 am – 6:00 pm	On the table near the entrance in the Chapel vestibule
K2 – K4	6:00 am – 8:15 am	At a table near the entrance of the Family Life Center
K2 – K4	8:15 am – 6:00 pm	On the table near the entrance in the Chapel vestibule
K5 – 2 nd Grade	6:00 am – 8:30 am	At a table near the entrance of the Family Life Center
K5 – 2 nd Grade	8:30 am – 6:00 pm	On the table near the entrance in the Chapel vestibule

IMPORTANT NOTES:

- (1) Parents, this sign-in/sign-out procedure is extremely important. If you miss signing in your student two (2) times per week or ten (10) times per month, your child(ren) will be placed on out of school suspension for 2 days.
- (2) Children are not allowed to come into the Center unaccompanied by an adult. This policy will be strictly enforced.
- (3) Parents must list persons authorized to pick up their children on the LC Application. Children will not be released to anyone not on this list unless there is an emergency. Persons picking up the child must present a photo ID and the parent/guardian must call the Center to notify the teacher of the change in arrangements.
- (4) Pastor Dr. Donald D. Ford I and the SMBC Child Care management do not encourage nor condone teachers or staff members taking children home for parents unless they are relatives. Further, SMBC and its management do not accept responsibility for personal arrangements between parents and staff that result in loss, injury, children being mistakenly left at the Center and late pickup fees incurred or any other losses associated with such personnel.
- (5) Parents, please relay the information in this section to anyone you authorize to bring or pickup your child(ren).

- (6) Parents, please communicate in advance, if someone else will pick up your child. Due to the high volume of traffic in the Center (between the hours of 3:15 p.m. – 6:00 p.m.) the staff will be unable to check the sign in/sign out sheet, to see if your child has been picked up. Please contact the person you authorized to pick up your child.

IMPORTANT NOTE TO PARENTS: Signing children out in the evenings is just as important as signing them in. We appreciate your compliance with this policy to avoid other necessary drastic revisions.

Safety Precautions/Safe Place

In our effort to provide a Safe Place for the children entrusted to the care of SMBC/LC & TGM/CA, all doors will be locked from 8:30 a.m. - 3:30 p.m. During peak drop off time, the Nursery Entrance of the Chapel Building and the **NW FLC Entrance will be open from 6:30 a.m. - 8:30 a.m.** The main entrance to the Chapel Building and the NW FLC door will be open from 3:30 p.m. - 6:00 p.m. during peak pickup time.

Parents entering the facility between 8:30 a.m. and 3:30 p.m. must sign in at the Reception Desk in the Chapel Building and obtain a visitor badge. All members and visitors entering the facility Monday – Friday between 8:00 a.m. and 6:00 p.m. must continue to sign in at the Reception Desk in the Chapel Building.

1. You will be asked to sign your name and the person or class you are visiting.
2. You will be issued a VISITOR BADGE that lets the staff know you are to have access to a particular zone of the building.
3. If you are here to see someone on the Administrative Staff, you will be asked to wait for that person to escort you to their office. The Administrative personnel must accompany you to all zones of the building.
4. Wednesday morning Bible Study attendees must sign in and receive a badge.
5. If you need to visit more than one area, you will be issued the appropriate badges for each area.
6. Please be sure to return the badge(s) before you leave the facility and to sign out.
7. Anyone (including parents and members) in the building without a badge will be escorted back to the Reception Desk to sign in.

The zones are:

Administration
Chapel Classrooms

Red
Silver

Learning Center
Family Life Center

Blue
Green

Note: The sign-in station will remain in the Chapel Vestibule from 8:30 a.m. to 6 p.m. This is a safety precaution for pick-up times, especially when a new person is picking-up a student.

Safety Precautions/Beads in Hair

We are here for the education, care and safety of your children. With this in mind, the following policy will be enforced in order to keep your children safe:

Due to the hazards of children playing with hair beads and sometimes placing them in their nose and ears, please note children will not be allowed to wear beads in their hair. If a child has beads in their hair, we will ask the parent/guardian to remove them. The child will not be able to stay at Second Missionary Learning Center until the beads are removed.

Child's Name

Attending Staff Signature

Date

Signature of Parent/Guardian

Date

Valuables

Please do not send valuable items to school with your child. The Learning Center will not be responsible for any valuables sent to school with your child, including jewelry worn by your child, game systems (ie Nintendo DS, PSP, etc) and other items.

Before & After School Transportation

Parents must call the Learning Center if your child(ren) will be absent from school, or if you will be transporting your child(ren) to and from school.

We will not be responsible for any child(ren) left at school if the parent has taken them without notification to SMBC/LC & TGM/CA.

We cannot pick your child(ren) up from school if we are not informed ahead of time. This will prevent anyone from being left at school. We would appreciate your cooperation to help us make sure all the children are safe each day.

Payment Policies

1. **Payments for new students and any previous students who were “dropped” for any length of time or previous students who were absent more than 90 days, must be made in the form of a Money Order or Cashier’s Check for the first 90 days. Credit/Debit Card payment option is also available via the Internet. There may be a small administrative charge on Internet payments to cover the bank fees. Please see Finance for details. This policy also applies to returning students gone from the Center for more than three (3) months.**
2. **Two week advance tuition is required for all new students at the time of enrollment. Students currently enrolled, including those returning from summer break, must also pay two (2) week advance tuition at the beginning of each school year. The two-week advance tuition covers the first week tuition and the last week of school or the last week of enrollment whichever comes first.**
3. Parents, please honor the tuition payment plan as outlined in the packet. We do not want to appear insensitive when we issue a request for timely payments or give notice that your child(ren) will be dropped. All tuition payments are **due on Friday** for the coming week for Nursery and Pre-school students. Tuition payments may be made in multiples of the weekly fees, for two, three or four weeks **IN ADVANCE**. Elementary Division tuition is due monthly or bi-weekly on Fridays according to schedule (**see page 64.**)
4. **4. A 30% late fee will be assessed if payments are received after the scheduled payment date. If tuition plus the late fee are not received by 3:00 p.m. on Monday, your child(ren) will be dismissed from our active role.** If your child is dropped from our active role, there will be a \$15.00 re-instatement fee (in addition to the late payment fee) to return your child(ren) to active status. If your child(ren) is/are on “Inactive” status, the slot(s) may be filled by those on our Waiting List. If the slot(s) is/are filled while your child(ren) is/are “Inactive,” then your child(ren) will be placed on the “Waiting List” until a slot is available for your child(ren) to return to SMBC/LC & TGM/CA.
5. To help us keep your payment history accurate, please use the payment envelopes located in the cabinet in the vestibule of the Chapel Building. The payment envelopes are our record of receipt of payment, so it is important that the payment envelopes are filled out completely. This will enable us to verify receipt of your payment and provide backup for comparing your records with ours.
6. Activity fees must be paid by the Friday before the week of the activity or as announced.
7. Lunch payments for Elementary Division must also be prepaid on Fridays for the coming week. In addition to dropping off your payment, you may also make payments via the internet. Should you forget, your child will be fed. However, immediate payment will be due when your child is picked up that day.
8. Tuition Payment Drop Box: Place all payment envelopes in the drop box next to the Finance office just outside the sanctuary door in the Chapel Building.
9. *****Any returned checks will be charged a \$30 RETURN CHECK FEE.** Full resolution must be made immediately. Only one (1) returned check is allowed per school year. After that, **ALL** payments must be made by money order or cashier’s check for the remainder of the school year. Any unresolved checks will be turned over to the Prosecuting Attorney’s office for further action and your child(ren) will be dismissed from the Center.
10. The above policies also pertain to co-payments for students who receive subsidies from state agencies or scholarship programs. Please see the Finance office for payment questions.

Book Policy

The A BEKA program is a progressive program whereby students need books to meet the required curriculum standards. ***K2 through First Grade students enrolled in the A BEKA program are required to have books. Students are not able to share books and the books will not be photocopied.

In an effort to have the student's books on hand for the start of the school year, books will be ordered on August 10, 2012 for those paid in full. All book fee balances must be paid during the enrollment process with your tuition payment.

Book fees include the cost of the student's books and instructional materials (See list in Preschool and Elementary sections). If books are purchased separately by parents, then the parents will also have to pay for the student's share of the instructional materials.

***ATTENTION NEW ENROLLEES: Book Fees are due at the time of enrollment and **must be paid** before the child can be accepted into the Center. Books will be ordered immediately; fees are paid to the Finance Office.

Late Pickup Policy & Fees

The Center is open from 6:30 a.m. until 6:00 p.m. Monday through Friday. The clock located in the vestibule area of the Chapel Building will govern the official time of the Learning Center. Any child not picked up by 6:00 p.m. will be assessed a late fee that is due at time of pickup. You will be required to pay \$1.00 per minute for any portion of the first 30 minutes that you are late. For each additional 30-minute interval that you are late, you will be required to pay an additional \$2.00 per minute.

For example: From 6:01 pm - 6:30 pm = \$30.00. From 6:01 pm - 7:00 pm = \$90.00. From 6:01 pm to 7:30 pm = \$150.00. **You are expected to call if you will be late picking up your child(ren). However, the late fee will still apply.** Emergency circumstances will be taken under consideration as deemed necessary.

Any "Late Pickup" that exceeds 30 minutes without a previous call from the parent, or any "Late Pickup" that extends beyond 7:00 p.m. could constitute Police or the Division of Family Service being notified.

Failure to pay the late fee may result in forfeiture of care, until payment of late fee is made.

The above fees apply to first and second time late pickups. Only three late pickups will be allowed per semester. After the fourth late pickup within a semester, the parents will need to conference with the Learning Center General Administrator concerning continued enrollment.

_____ CHILD'S NAME	_____ Pick-up Time	_____ Attending Staff Signature	_____ Date
_____ Signature of Parent/Guardian			_____ Date
_____ SMBC/LC & TGM/CA Operational Administrator			_____ Date

Payment Policies When Absent

SICK POLICY

If your child is absent, you are obligated to pay for those days, unless the child is hospitalized or confined by a doctor. Three days constitute a full week. The daily rate will apply for those days attended in that week. For tuition adjustment and the safety of all children, a doctor's statement must be submitted when your child has been absent due to illness.

VACATION POLICY

NURSERY and PRE-SCHOOL: You are allowed two weeks during the 12-month year for vacation. A week constitutes three or more days during the same week. You will be charged half the weekly tuition when your child is absent three or more days in the same week for vacation. We require a two-week advance notification; please fill out the "Vacation/Drop Notice" (see next page) two weeks in advance and turn it in at the Finance Office.

ELEMENTARY: The elementary school year begins August 20, 2012 and dismisses May 18, 2013. Parents are financially responsible for the entire school year. You are allowed one week during the school year for vacation. This amount has already been adjusted in your monthly or bi-weekly tuition payments. If your child will be out for vacation, please fill out the Vacation/Drop notice. We require two weeks advance notification when your child will be absent for vacation. There will be no other financial adjustments except in cases of illness, funeral or family emergencies. Please see appropriate policies on this page.

FUNERAL LEAVE POLICY

A copy of an obituary, memorial bulletin or death certificate is required in order to be exempt from payment when your child is absent for three or more days in the same week to attend a funeral. Three days constitute a full week. The daily rate will apply for those days attended in that week.

SERIOUS FAMILY ILLNESS

If your family is required to travel in the event of a serious illness within your family, you will be exempt from payment if your child is absent for three or more days in the same week. A doctor or hospital statement must be submitted for verification. Three days constitute a full week. The daily rate will apply for those days attended in that week.

Tardy Policy

School starts at 8:30 am Monday through Friday. When your child is late, it disrupts the class and your student is not able to receive the full amount of learning for which you are paying. If there is an emergency and your child will be late (after 8:30 am), please call the Center and speak to the Learning Center Director regarding your circumstance.

<p>If your child is late two (2) times per week or ten (10) times per month, your child will require a parental conference to ensure their educational status and maintain adherence to the Abeka curriculum.</p>
--

Withdrawal Policy

Parents must give a two-week notice of their intent to withdraw students from the Center. (This includes summer break as well as any other time of the year). **The two-week notice must be in writing – a “Withdrawal/Drop Notice” form is available in the Vestibule Showcase.** (See attached Vacation/Withdrawal Notice.) One half the weekly tuition for each week will be due if parents do not submit the drop notice two weeks in advance (on Friday). If notification is received one week in advance, 1/2 tuition for one week would be due; if notification is received within a school week that Friday of that same week would be the child's last day, then 1/2 tuition for two weeks would be due.

VACATION/WITHDRAWAL NOTICE

This is to inform you that my child(ren)

() will be on vacation on the following dates: _____

As a Learning Center Parent, I realize that I must pay 1/2 the weekly rate while my child is out on vacation.

As an Elementary Parent, I realize that the tuition payment has been adjusted to include this vacation and there will be no financial adjustments.

() will be withdrawing from the SMBC/LC & TGM/CA.

The last day will be _____

I understand that I will be required to pay full tuition if this withdrawal notice is less than one week in advance. I must pay 1/2 tuition if this withdrawal notice is less than two weeks in advance.

Child(ren)'s name(s) _____

Parent's Signature

Date

HEALTH REQUIREMENTS

Nursery – K- 4 children take naps between 11:00 a.m. – 2:00 p.m. each day. (Exceptions may occur on field trip days.) Your child must have two linens for their cots (one to lay on the cot and one to cover the child). Please make sure all items are labeled. **This is a mandatory requirement by the State Health Department.** We would prefer 2 small receiving blankets or two towels. Please do not send pillows or large blankets that will not fit into their bins; these items will be sent home. We will not accept your child in the Center without their linens each week. **Also, remember to take the linens home on Fridays to launder and return them on Mondays.**

Each school year all children are required to have a physical form completed by their doctor (see form on next page). Parents must also provide information on medical conditions, allergies, etc. (that could require emergency care) on the Medical/Allergy Disclosure Form.

SMBC/LC & TGM/CA ILLNESS AND CONTAGION GUIDE

For the safety and health of all children in the center, the following will apply as it pertains to communicable diseases (Strep Throat, Scarletina, Pin Worms, Hepatitis, Mononucleosis, Chicken Pox, Mumps, Measles, etc...) **The child must be picked up and may only return with a physician's statement.**

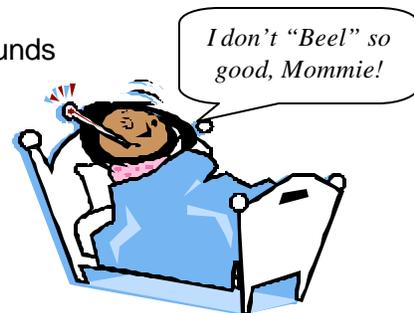
First Outbreak - Medical treatment and a statement of treatment from a licensed physician.

Second Outbreak - Medical treatment. During the time of treatment, your child must be away from the center during the duration of the treatment. (All medications must be taken before returning to the center and a statement of treatment from a licensed physician must be presented upon your return).

Third Outbreak - Medical treatment. During the time of treatment, your child must be away from the center during the duration of the treatment. (All medications must be taken before returning to the center and a statement of treatment from a licensed physician must be presented upon your return). Additional recovery time will be extended at the discretion of the Learning Center General Administrator, Learning Center Operational Administrator and the physician.

As state law requires, a child exhibiting any of the following symptoms must be sent home and may only return with a physician's statement:

1. Diarrhea - more than one abnormally loose stool
2. Severe coughing - high pitched croupy or whooping sounds
3. Pinkeye
4. Unusual spots or rashes
5. Sore throat or difficulty swallowing
6. Fever over 100 degrees
7. Headache or stiff neck
8. Vomiting more than once
9. Severe itching of the body and/or scalp
10. Ringworms



CONTAGIOUS GUIDE

<u>DISEASE</u>	<u>STUDENT OUT UNTIL</u>
Chicken Pox	After 10 days and all lesions are dried up
Measles	Exclude during cold symptoms and 7 days after rash is gone
Strep Throat	24 hours after prescribed medication and temperature free
Scarlet Fever	24 hours after prescribed medication and temperature free
Impetigo	Under treatment 24 hours - Sores must be covered
Mumps	10 days and no swelling or tenderness

*****IMPORTANT NOTICE** In the interest and safety of the welfare of all our students, the Learning Center reserves the right to take the necessary actions to avoid exposure to contagious diseases.***

SMBC LEARNING CENTER & TGM CHRISTIAN ACADEMY CHILD PHYSICAL FORM

Child's Name: _____ **DOB:** _____ **Sex:** _____

IMMUNIZATION RECORD *(Please enter the dates the immunizations were administered)*

DTaP						
OPV/IPV					MMR	
Hib						
Hept B					Varicella	
PCV						

PHYSICAL EXAM

	NORMAL	ABNORMAL	RECOMMENDATION
SKIN			
HEAD			
EARS			
NOSE			
MOUTH			
THROAT			
TEETH			
CHEST			
HEART			
LUNGS			
ABDOMEN			
GENITALS			
SPINE			
REFLEXES			

CURRENT STATE OF HEALTH *(Date of Medical Exam must be within the last 12 months)*

Based on my assessment of this child's medical history, current state of health and my physical examination of the child on ____/____/____, this child can participate in a child care program. This child has no special care needs unless specified on the other side.

Physician's Signature: _____ **Date:** _____

Clinic Name & Address: _____

Telephone Number: _____

MEDICAL/ALLERGY DISCLOSURE FORM

Child's Name _____

Age _____

Does this child have allergies or other medical conditions? () yes () no
If yes, fill out the remainder of this form.

Description of Allergy/Medical Condition _____

Is allergy or medical condition potentially life threatening? () yes () no

List and give any applicable details of symptoms or reactions _____

Medication required during the school day? () yes () no
(Please read the Medication Policy on page 36 of the Learning Center packet and
attach a current Medicine Request Form.)

Emergency Treatment Instructions:

Other Information:

Parent's Signature

Date

NOTE: Fill out this form for each child enrolled in the SMBC/LC & TGM/CA.

MEDICATION POLICY

SMBC/LC & TGM/CA may only administer medicines to a Learning Center child under the following conditions:

- 1) Parents must complete a medication form listing the name of the medication, purpose for it, dosage, and time to be dispensed. Teachers may not receive medications nor dispense them to a child unless the authorization form has been submitted by the parent. Teachers will not administer medication “as needed” you must have specific instructions indicating when and the amount of medication your child should receive. If your child is in K-5 or above, please see #4 below.
- 2) The parent must also release SMBC/LC & TGM/CA from any responsibility for reactions to the medications or any other circumstances involving the medication if not caused by negligence on the part of SMBC/LC & TGM/CA staff.
- 3) Under no circumstances are teachers to dispense any medications of any kind not meeting these guidelines.
- 4) Parents must also sign the medication form for cough drops, inhalers, or other such medications that they may give to older children to take on their own. Any child having such medications in their possession without the authorization form will be required to leave the Center and/or have the medication confiscated. If the medication is confiscated, it will be returned to the parent but will not be administered to the child until the parent signs the authorization form.
- 5) Failure by teachers and parents to comply with this policy can result in disciplinary action or dismissal as deemed appropriate by the Pastor/LC General Administrator.

MEDICAL EMERGENCY PROCEDURES

Parents will be notified immediately. Parents should advise SMBC/LC & TGM/CA of their preference for immediate care—i.e., which hospital, etc. If the emergency can't wait for parent contact, SMBC/LC & TGM/CA will act as agent for the child's welfare and transport the child to the nearest care facility—Research/Belton Medical Center.

In extreme cases beyond our control, whereby the natural process of God has intervened, such as Sudden Infant Death Syndrome (SIDS) or Respiratory Syncytial Virus (RSV), the Second Missionary Baptist Learning Center and Touch of Grace Global Christian Academy cannot be held in negligence.

MEDICINE REQUEST FORM

CHILD'S NAME _____

DATE _____

ADMINISTRATION OF MEDICINE

DATE	NAME OF MEDICINE & PURPOSE	DOSAGE	SCHEDULED TIMES	ACTUAL TIMES	GIVEN BY

PLEASE GIVE MY CHILD THE MEDICINE(S) LISTED ABOVE, ON THE DAY(S) INDICATED.

PARENT'S SIGNATURE _____

DATE _____

DISCIPLINARY POLICY

SMBC/LC & TGM/CA is committed to providing children and families with learning oriented quality care, in a positive and supportive environment. A major part of that obligation is focused on the importance of discipline and its effect on your child. The following are guidelines that are used and will continue to be used during the school year of our program. If discipline is warranted, the following methods will be applied:

1. Determine why the child is misbehaving (attention, boredom, fatigue, etc...)
2. Use voice modulation to firmly direct the child to proper behavior.
3. Isolate the child, at a table or area, away from the other children.
4. Resting on a cot may sometimes help.
5. Physical activity may sometimes help.
6. One on One attention from the teacher may help (if time permits).
7. The child will receive a verbal warning if inappropriate behavior continues.
8. "Time Out" to provide the child an opportunity to think about appropriate behavior. It will last one minute per year of age, be in sight of a teacher, and preferably be located where the child can see the other children.
9. Three "Time Outs" in one day will require a written report by the child's teacher.
10. If a child is put in time out and continues to exhibit inappropriate behavior, the child will be taken to the Learning Center Operational Administrator, who will evaluate the situation and determine if the child's parent(s) should be called.
11. Continuous patterns of inappropriate behavior will result in referral of the child to other Educational Institutions.
12. Violent or abusive behavior will result in an immediate call to the parent, and a parent/teacher conference when the child is picked up (IMMEDIATE pickup by parent is required). The Learning Center Operational Administrator will conduct the conference followed by a letter of recommendation to the General Administrator.
13. Remember: A child who misbehaves is not necessarily a problem child. However, if a problem persists, teachers should document each occurrence and place in the child's records. The problem should be reported to the Operational Administrator who will discuss it with the parents.

14. Repeated actions of inappropriate behavior will result in parental conference(s) and mandatory time spent at the center by the parent(s).
15. The intent and attitude of the student will be strongly considered by the Operational Administrator and the General Administrator so as to determine corrective actions. If the teacher is found to be at fault, disciplinary action will be taken, and a full report given to the parent.
16. No spanking by teachers, Learning Center Staff, or parents is authorized at SMBC/LC & TGM/CA.
17. Students are expected to adhere to the Standards of Conduct.
18. An incident report will be made out for each incident and placed in the student's file. The parent will be made aware of the incident.
19. Classroom rules of manner, good habits, bathroom and lunch room behavior will also be emphasized.

We only establish these guidelines to assist you in helping us with the best possible means of training and developing respect and positive responsive attitudes to authority. We welcome your suggestions and assure that love, understanding, and individual consideration will be primary.

SPECIAL DISCIPLINARY CORRECTIVE ACTION

When the normal disciplinary policy doesn't correct the child's behavior, the following policy will be in effect:

1. SPECIAL INCENTIVE

- A. A special incentive is given to the child every hour when appropriate behavior is displayed. The special incentive is to be provided by the parent.
- B. When appropriate behavior is consistently displayed during each hour of the day, then the time frame is gradually increased to every 2 hours, then 4 hours, then every 6 hours, and finally to a daily basis.

2. CORRECTIVE ACTION

When your child has been disruptive and unmanageable for three consecutive days, a mandatory parental conference with the teacher, Operational Administrator and General Administrator will be scheduled. The parents will also be required to spend time in the Learning Center if misbehavior continues.

The Special Corrective Action will be used only when it has been three consecutive days of unmanageable and disruptive behavior and/or when a consistent pattern has been established and the normal disciplinary policy does not seem to be effective.

Daily reports will continue to go home to the parents. Should these actions not remedy the disruptive and unmanageable behavior, it will be necessary to determine whether continued childcare can be provided. SMBC/LC & TGM/CA does not provide adequate facilities for children with Special Needs. We reserve the right to refuse service in these cases.

SMBC LEARNING CENTER & TGM CHRISTIAN ACADEMY

FOR YOUR INFORMATION

Division of Family Services Definition of Child Abuse

*The following is an excerpt from a pamphlet on
"Missouri Laws Relating to Child Abuse and Neglect"*

The SMBC/LC & TGM/CA is in compliance with this definition and will continue to provide a qualitative and Safe Place for our children, parents and staff.

CHILD ABUSE – “Any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means, by those responsible for the child’s care, custody and control except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.”

DFS agents also emphasize that:

Abuse is evidenced by any spanking (or whipping/whooping) anywhere except the child’s bottom and/or that leaves a mark or bruise on a child.

Spanking involves a few open hand swats to the child’s bottom preceded or followed by full discussion of the appropriate behavior or reason for the “spanking”.

Whipping/Whooping involves the use of an object – belt, ruler, paddle, shoe, switch, etc. – which is considered Abuse.

PARENTAL SPANKING OF CHILDREN

SMBC/LC & TGM/CA does not administer spanking to children. However, SMBC/LC & TGM/CA recognizes that parents are within their rights to exercise spanking of their children as defined by law. However, parents are not permitted to spank their child(ren) on the SMBC/LC & TGM/CA campus.

**As required by law,
SMBC/LC & TGM/CA staff will report/hotline any evidences of child abuse.**

INCIDENT REPORT

DATE OF INCIDENT: _____ TIME OF EVENT: _____

RESPONSIBLE STAFF PERSON: _____

CHILD'S NAME: _____

DESCRIBE THE INCIDENT IN FULL DETAIL:

ISSUE: _____

RULE: _____

ANALYSIS: _____

CONCLUSION: _____

Date report turned in: _____ Teacher's Signature: _____

Learning Center Operational Administrator's Signature: _____

Comments: _____

Parent notification: Time: _____ Date: _____ Parent(s) initial(s): _____

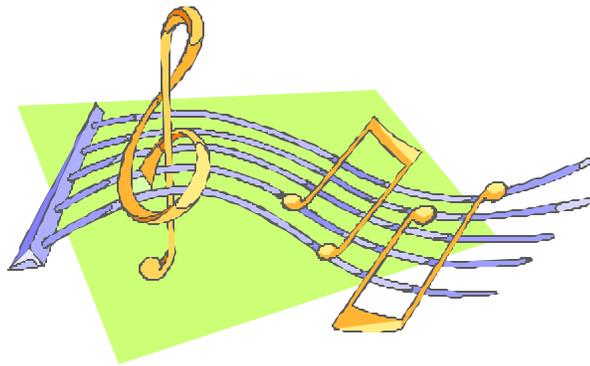
Comment: _____

Copy to LCGA: Time: _____ Date: _____

Comment: _____

Please see reverse side for additional space, if needed.

Registration Rates And Fees



REGISTRATION POLICY

All students whether currently enrolled (already here), new, returning, or drop-in care, must complete a registration package on a yearly basis. Registration includes completing the following forms, which are found in the application package:

- Enrollment Application
- Parental Agreement
- Parental Statement of Cooperation
- Standards of Conduct
- Disciplinary Policy
- Notice of Parent Responsibility
- Parent Teacher Connect Group
- Child Physical Form – including the immunization record (must have the Physician's signature and date of the last physical)
- Medical/Allergy Disclosure Form
- Power of Attorney

PLEASE NOTE:

New, Returning, Drop-in Care - Your child(ren) will not be able to attend class until we receive all of the information in the application package.

Currently Enrolled/Continuing Students – New registration packets must be completed and turned in by the August deadline each year.

RATE SHEET

(PRICES ARE SUBJECT TO CHANGE)

IMPORTANT NOTES: Payments for new students and any previous students who were “dropped” for any length of time or previous students who were absent more than 90 days, must be made in the form of a Money Order or Cashier’s Check for the first 90 days. Credit/Debit card payment option is also available via the Internet. Two (2) week’s tuition is required for all students at the time of enrollment. Students currently enrolled, including those returning from summer break, must also pay two (2) week’s advance tuition at the beginning of each school year.

REGISTRATION FEE

New Enrollees-Full Time	\$115/child (SMBC \$80)
New Enrollees-Before/After	\$95/child (SMBC \$65)
Returning Child – F/T	\$75/child (SMBC \$60)
Returning Child-B/A	\$75/child (SMBC \$60)

Registration fees are due at the time of application and are non-refundable

TUITION

<u>Grade</u>	<u>Weekly Tuition</u> (3 DAYS CONSTITUTES A WEEK)
NURSERY (6 weeks – 18 months)	\$175.00
PRESCHOOL	
Walking Toddler & K-2 (Non-Potty Trained)**	\$170.00
K-2 (Potty Trained)	\$160.00
K-3	\$160.00
K-4	\$160.00

**Tuition payments may be made in multiples of weekly fees for two, three or four weeks in advance

**Any child not potty trained will be at the \$170.00 weekly rate.

ELEMENTARY	MONTHLY (9 PAYMENTS)	BI-WEEKLY (20 PAYMENTS)
K-5 – 2nd Grade	\$549.00***	247.00***

*** Payments include care for week of May 20, 2013 through May 24, 2013

All meals breakfast, lunch and snack are free.

SUBSIDIZED TUITION PAYMENT

Written notification must be received by third party agencies (Kansas or Missouri state assistance) or various scholarship programs before students can be accepted into the SMBC/Learning Center. Parents are responsible for any differences in our fees and the third-party subsidy payments. The fee difference or “co-pay” is due on Friday for the coming week. The co-pay is subject to all payment policies as outlined on page 25 of this handbook. **Note:** **State payments require regular attendance. Parents are liable for any reduction of state funding to the Center resulting from excessive absences.**

Note: Receipts for tax purposes will be issued starting January 28, 2013. Please schedule a pick-up with the Finance Office after January 1, 2013.

ADVANCE TUITION PAYMENT DISCOUNT

Students Enrolled for School Year - Parents paying full year tuition by Friday, August 17, 2012 will receive two weeks tuition free. Parents who pay full tuition for each semester by August 17th and December 20th, will receive ½ week tuition free each semester.

Students Enrolled for Full Year – Parents who pay the full year tuition for 52 weeks by August 17, 2012 will receive three weeks tuition free. The discount for parents paying for the full year in two half installments by August 17th & December 20th will be 1 week free tuition for each half of the year.

Refund Policy for Advance Payments - Refunds will be pro-rated for students having to drop from the Center/Academy based on the actual tuition due as of the effective drop date. Parents must follow the Drop Notice Policy to qualify for full pro-rated refunds.

LUNCH

We provide free meals for the students. Your child may eat the lunch provided or bring a sack lunch. **Microwaveable meals will not be permitted.**

EXTENDED CARE SERVICES

(PRICES ARE SUBJECT TO CHANGE)

KINDERGARTEN 1/2 DAY AT SMBC

\$65.00 weekly

This rate applies to children attending a.m. or p.m. ½-day kindergarten programs at the public school. This rate includes free transportation for children attending public schools. Students may eat the lunch provided or bring a sack lunch. **Tuition remains the same for full day services any time public schools are closed during the school year.**

BEFORE AND AFTER SCHOOL SERVICES

\$55.00 weekly during regular school week
\$70.00 when school closed more than 2 days

This rate includes FREE transportation to and from Grandview and Hickman Mills Schools. There are no additional discounts for Before and After School Care; the discount is included in the price of the tuition. **Tuition remains the same for full day services any time public schools are closed 1 or 2 days during the school week.** When schools are closed **three or more days in a week**, the cost is \$70.00 for students who attend the Center on a regular basis.

SPECIAL RATES

BEFORE AND AFTER SCHOOL RATES DURING WINTER AND SPRING BREAK

(For students who do not attend the Center on a regular basis)

When Public Schools are out for Semester Break, the cost will be \$70.00 per child per week, plus the cost of activities. Students may eat the provided lunch or bring a sack lunch.

A \$15.00 registration fee will apply to children who do not attend the Center on a regular basis but are in attendance during public school breaks. This fee will apply for each session your child(ren) is/are in attendance.

Example: Winter break - \$15.00 registration fee plus \$70.00 weekly tuition
Spring break - \$15.00 registration fee plus \$70.00 weekly tuition.

HOURLY RATES

\$20.00/hour Nursery
\$18.00/hour Walking Toddlers (Non- Potty Trained)
\$15.00/hour All other students

*May not exceed 12 hours per week and is based on space availability.

DAILY RATES

- \$60.00/day Nursery (6 weeks – Walking Toddler)
- \$45.00/day Walking Toddlers – Non-Potty Trained
- \$40.00/day All other students
- \$25.00/day Before and After

*May not exceed 2 days per week and is based on space availability.

REGISTRATION FEE

“Registration Fees” cover some administrative costs, all classroom materials – paper, pencils, crayons, games, toys, cribs, crib linen, weekly laundry (nursery), desks, chairs, etc. – used in our Nursery through Before/After school programs.

FAMILY DISCOUNTS

- 2 children (Full time students) \$10 off base rate of 2nd child + \$10 off Registration
- 3 children (Full time students) \$15 off base rate of 3rd child + \$15 off Registration
- 4 or more children (Full time students) \$20 off base rate of 4th child + \$15 off Registration

REFERRAL DISCOUNTS

SMBC/LC & TGM/CA offers a \$20.00 per week discount per family for each full time referral made to SMBC/LC & TGM/CA. The discount is good for **the current school year-only (Aug. 20th, 2012 through May 17th, 2013)** or as long as the referee remains enrolled on a full time basis, whichever comes first. To qualify for referral discounts, new students would need to be referred for each new school year. Referral discounts are not applicable during the summer months – June – August. Referrals may be made during the summer months, but the discounts would be effective Sep – May. Should your referee(s) withdraw from the Center, then your discount would stop simultaneously. Attached Referral Certification Form must be submitted and approved by Finance Administrator in order to receive your weekly discount.

- Example: 1 Referral = \$20 off weekly tuition
- 2 Referrals = \$40 off weekly tuition
- 3 Referrals = \$60 off weekly tuition

REFERRAL CERTIFICATION FORM

I am referring the following person(s) to SMBC/LC & TGM/CA:

Child’s name	Age	Parent’s Signature
Child’s name	Age	Parent’s Signature
Child’s name	Age	Parent’s Signature

I understand that I will receive a \$20.00 per week discount from my tuition for each referral for the current school year (Aug.20th, 2012 through May 17th, 2013) or as long as the referee(s) is/are actually enrolled full-time in an SMBC/LC & TGM/CA child care program whichever comes first. My discount will begin_____.

Signature of person referring	Date	Referrer’s child’s name & age
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DROP-IN POLICY

(ELEMENTARY STUDENTS K-5 & UP)

This policy governs all drop-in students not enrolled in the SMBC/LC & TGM/CA as a regular student. (“Regular” students include all those who are enrolled in our 6 weeks to 2nd Grade program plus Before/After Care students.)

This policy applies to 1 or 2 drop-in days for school age students-only who are not regularly enrolled in the Center. The Drop-In program is offered on a first-come first-served basis **depending on space availability**.

Parents must submit a “Drop-In” form to the Learning Center Registrar at least five (5) business days prior to the drop-in. The Drop-In form must be filled out for each occurrence that the child would be at the Center. In emergency situations—school snow days, etc.—the advance notice would be waived. However, it is mandatory that the parent discusses the emergency with the General Administrator or the Operational Administrator and the Drop-In form must be completed before the child is left at the Center.

Fees: The drop-in rate is \$40 per day (including lunch), **providing space is available**. Please refer to “Special Rates” on page 46 for Winter and Spring Break fees for students who do not attend the Center on a regular basis.

NOTE: All payments for new enrollees, drop-in students, and any students who are returning after withdrawing from the Center must be made in the form of Money Order, Credit/Debit Card via the internet, or Cashier’s Check for the first 90 days.

NOTE: Please see pages 46-48 for Hourly and Daily Drop-in rates for all other age groups.

(PRICES ARE SUBJECT TO CHANGE)

SMBC/LC & TGM/CA
DROP-IN FORM
 (Prices are subject to change)

TODAY'S DATE _____ DATE(S) CARE NEEDED _____

Name of child(ren)	Birthdate	Age	Social Security Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent/Guardian Contact Information		
	Mother	Father
Name		
Social Security Nbr		
Home Address		
City, State, Zip Code		
Home Phone		
Cell Phone		
Place of Employment		
Work Address		
City, State Zip Code		
Work Phone		
Work Hours		

Alternate Emergency Contact: Name: _____ Home Address: _____ City, State Zip Code: _____		
Home Phone	Cell Phone	Work Phone

Persons Authorized to Pick-Up: (Students will only be released to persons listed)

1. _____
2. _____
3. _____
4. _____

Preferred Hospital: _____

Allergies, Other Special Needs (Please put N/A if there are no known allergies):

DROP-IN RATE: \$40 PER DAY FOR SCHOOL -AGE CHILDREN WHICH INCLUDES LUNCH. NOTE: TUITION IS \$40 PER DAY IF THE DROP-IN FORM IS NOT SUBMITTED FIVE DAYS IN ADVANCE FOR NON-EMERGENCY CARE.)

***THIS FORM MUST BE SUBMITTED FIVE (5) BUSINESS DAYS IN ADVANCE.**

****SOCIAL SECURITY NUMBER REQUIRED ON ALL INDIVIDUALS PAYING BY PERSONAL CHECK. IF OTHER THAN PERSON(S) LISTED ABOVE PLEASE PROVIDE NAME, ADDRESS, PHONE AND SOCIAL SECURITY # BELOW:**

Drop In Process:

1. Form must be completed and submitted to the Finance Office.
2. The child will not be enrolled or received into the center until payment is made.
3. The teacher providing care for drop-in child will be informed.

Signature: _____

BOOK FEES

(PRICES ARE SUBJECT TO CHANGE)

Book Fees are as follows:

GRADE		Book Fee
K-2	=	\$40.00
K-3	=	\$50.00
K-4	=	\$105.00
K-5	=	\$115.00
1 st Grade	=	\$250.00
2 nd Grade	=	\$250.00
Nursery & Walking Toddlers	=	(Included in registration)
Before & After School Care	=	(Included in registration)

*Book Fees are nonrefundable and are due Monday, August 20, 2012.

K2 through Second Grade students enrolled in the A BEKA program are required to have books. Students are not able to share books and the books will not be photocopied. Please pick up your child's books at the conclusion of the school year.

In an effort to have the student's books on hand for the start of the school year, all book fee balances must be paid during the enrollment process with your tuition payment (see page 45 for tuition).

***Attention New Enrollees (after August 20, 2012): Book fees are due at registration and will be ordered immediately.

The A BEKA program is a progressive program whereby students must have their books to meet required curriculum standards. Therefore, students for whom book payments have not been made by the deadline will be dismissed from the Center.

GRADUATION & PROMOTION DAY POLICY

(Prices are subject to change)

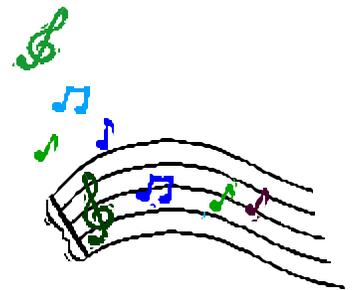
The school year ends May 17, 2013. On this day, we will have our promotion day for the Walking Toddlers through K-3 classes. The K-4 through Second Grade classes will graduate to the next level. All Events will be held on this day in the SMBC/LC & TGM/CA Family Life Center promptly as scheduled. Cost will be as follows:

GRADUATION FEE = \$40.00 – K-4 through Second Grades Only

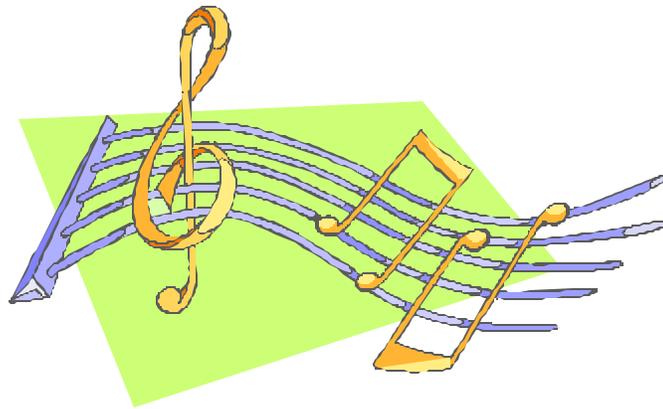
The fee will cover the following expenses:

- Graduation Certificate
- Graduation Robe & Cap
- Graduate Tassel
- Games and Activities following Graduation

These costs are applicable to our K-4 through Second Graders only. **All fees must be paid by Friday, February 15, 2013** to insure that your child graduates in full dress.



NURSERY AND PRE-SCHOOL



NURSERY PARENTS

Welcome to SMBC/LC & TGM/CA. We would like to take this time to thank you for allowing us to be partners in the nurturing of your child. The information listed is to help you understand our program, what you can expect from us, and what we will expect from you in relation to the care of your child. Working together, we know your child's experience at Second Missionary will be what you want it to be: An experience in which your child is loved, nurtured and encouraged to develop to his/her fullest potential.

All of our staff are Infant/Child CPR trained. Our teachers are also trained to understand child development. We want to be sure that every child in our care receives appropriate opportunities to develop physically, mentally, socially, emotionally and spiritually. Your child's teacher will plan activities to aid the development of your child in each of these areas.

Your baby's activities and care will be recorded on the Infant Daily Activity Sheet. This should be given to you or be in your child's bag everyday when you arrive to take your child home. This sheet will keep you informed on how your child is eating, sleeping, and on the activities the teacher has planned for your child. It will keep you informed on new skills the teacher sees your child trying as well as any unusual behavior, which might be important for you to know.

Parents will be responsible for baby wipes, diapers, bibs, age appropriate baby food, two changes of clothing, and a blanket.

Once your child has departed our Nursery department, he is then prepared to enter the A BEKA program. Please check our Preschool department for further information.

PRESCHOOL PARENTS

Welcome to SMBC/LC & TGM/CA. We would like to take this time to thank you for allowing us to be partners in the nurturing and education of your child. The information listed below is to help you understand our program. The GOD given ministry of a Christian school is to lead our young people to Christ and train them in the Bible, Christian character, language, and traditional subject matter. Our belief is to train a child in the way they should go (Proverbs 22:6) so as to provide a firm foundation for future learning. Listed below, you will find the A BEKA Curriculum guide for our WT through K4 classes. Please be prepared to spend approximately 20 minutes per night in homework time (except Friday). Once your child has departed our Preschool department, he/she is then prepared to enter the Elementary A BEKA program. Please check our Elementary Department for further information. Again, we thank you for allowing us to be partners in the nurturing, development and education of your child.

*PLEASE PROVIDE YOUR CHILD WITH TWO SMALL BLANKETS FOR NAP TIME. (This is a mandatory requirement by the State Health Department - no pillows. We are not allowed to have pillows for students in the daycare.)

Walking Toddlers

Language Arts: Recognition of name, sound, and picture for short vowels
Recognition of name and picture for consonants
Recognition of name

Numbers: Simple counting 1-15
Number Concepts 1-10
Shapes
Colors

Bible: Hymns/choruses
Memory verses
Bible doctrine

Support Subjects: Arts & Crafts, Health, Safety & Manners, Music, Story Time, & Life Sciences.

*Your attention to your child's progress and encouragement of his/her education is the KEY. "Student Success" is linked to "Teacher Expectation" which is linked to "Parental Involvement"!

K2

Language Arts: Recognition of name, sound, and picture for short vowels and consonants.
Developing listening skills to include animals, transportation, countries, and community helpers
Writing of first name
Formation of vowels and consonants in upper and lower case.

Numbers: Simple counting 1 -25
Number concepts 1 -10
Shapes

Bible: Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, and Good Samaritan

Support Subjects: Arts & Crafts, Health, Safety & Manners, Physical & Life Sciences, Story Time, and Music

K3

Language Arts: Recognition of name, sound, and picture of long and short vowels and consonants
Formation of vowels and consonants in upper and lower case
Formation of blends
Writing of first name
Developing listening skills that include color words, shapes, animals, transportation, countries and community helpers

Numbers: Number recognition and counting 1 – 30
Number concepts 1 - 15

Bible: Hymns/choruses
Memory verses
Bible doctrine
Lessons such as Genesis, Life of Christ, and Salvation

Support Subjects: Arts & Crafts, Health, Safety & Manners, Physical & Life Sciences, Poetry, and Music.

*Your attention to your child's progress and encouragement of his/her education is the KEY. "Student Success" is linked to "Teacher Expectation" which is linked to "Parental Involvement"!

K4

Language

Phonics and Reading

Arts:

Recognition of name, sound, and picture of long and short vowels and consonants

Sounding of blends and one and two vowel words

Reading of sentences and stories with one and two vowel words

Manuscript Writing and Cursive Writing

Formation of letters, blends, words, and sentences

Writing of first name and last name

Numbers:

Number Recognition and counting 1 -100

Number concepts 1-20

Number before and after 1-20

Number largest and smallest 1-20

Addition facts: 1-10

Bible:

Hymns/choruses

Memory verses

Bible doctrine

Lessons such as Genesis, Life of Christ, Salvation Series

Support Subjects: Arts & Crafts, Health, Safety & Manners, Physical & Life Sciences, Poetry, and Music.

*Your attention to your child's progress and encouragement of his/her education is the KEY. "Student Success" is linked to "Teacher Expectation" which is linked to "Parental Involvement"!

NURSERY AND PRESCHOOL 2012 - 2013 PAYMENT SCHEDULE

August 17 – 2 weeks tuition due August 24 August 31 September 7 September 14 September 21 September 28	March 1 March 8 March 15 March 22 March 28**
October 5 October 12 October 19 October 26	April 5 April 12 April 19 April 26
November 2 November 9 November 16 November 21** November 30	May 3 May 10 May 17 May 24 May 31
December 7 December 14 December 21 December 28	June 7 June 14 June 21 June 28
January 4 January 11 January 18 January 25	July 5 July 12 July 19 July 26
February 1 February 8 February 15 February 22	August 2 August 9 – No tuition due August 16 – 2 weeks tuition due

**PAYMENT DUE BEFORE HOLIDAY

2012 - 2013 BOOKS AND LEARNING AIDS

(PRICES ARE SUBJECT TO CHANGE)

NURSERY

Developmental Aids
Supply Bins
Nursery equipment
Linen cleaned weekly
Bedding
Duplications

(Included in Registration fee)

K3

Child Art
Arts & Crafts w/Amber Lamb
Number Skills w/Button Bear
Letters and Sounds
Multiple Visual Aids

Book Fee: \$50.00.

Due by: August 20, 2012

WALKING TODDLER

Supply Bins
Linen cleaned weekly
Bedding
Dittos and Duplication
Visual Aids
Developmental Aids

(Included in Registration fee)

K4

Little Books 1 -10
Little Owl Books 1 - 8
Phonics ABC123
ABC Writing Tablet
Writing With Phonics
Student Art Projects K4
Readiness Skills K4
Miniature Alphabet Cards

Book Fee: \$105.00

Due by: August 20, 2012

K2

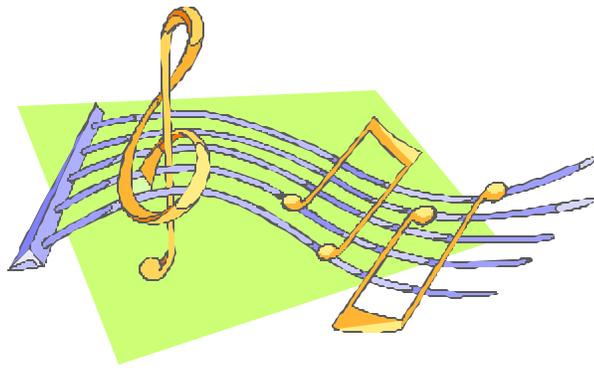
Child Art
Learn About Numbers W/Button Bear
Arts & Crafts w/Amber Lamb
Developmental Aids

Book Fee: \$40.00

Due by: August 20, 2012

Book Fees are non-refundable

Elementary



ELEMENTARY PARENTS

Welcome to SMBC/LC & TGM/CA. We would like to take this time to thank you for allowing us to be partners in the nurturing and education of your child. The information listed below is to help you understand our program. The GOD given ministry of a Christian school is to lead our young people to Christ and train them in the Bible, Christian character, language and traditional subject matter. Our belief is to train a child in the way they should go (Proverbs 22:6) so as to provide a firm foundation for future learning. Please be prepared to spend a minimum of 30 minutes per night in homework time (except Friday). The program has been developed and refined to bring about the fundamental objectives listed below. Once your child has departed our elementary program, he/she has received a firm foundation for a successful transition to a Christian or public school. Again, we thank you for allowing us to be partners in the nurturing, development and education of your child.

K5

Language Arts: Phonics and reading--recognition of name, sound, and picture of long and short vowels and consonants, sounding of blends, one and two vowel words, consonant blend words, beginning phonics rules and spellings, reading of sentences and stories with one and two vowel words, consonant blends, and special sounds words from nine books.

Manuscript and Cursive: Letters, blends, words and sentences, first and last name

Language: Recognition of sentences by capital letters and periods

Poetry: Thirteen poems committed to memory

Arithmetic: Number recognition, counting and writing 1-100, number concepts 1-100, numbers before and after 1-100, numbers largest and smallest 1-100, counting and writing by tens to 100, counting and writing by fives to 100, counting and writing by two's to 100, using number words 1-10, value of penny and dime, telling time, addition facts through 10, subtraction facts, calendar skills.

Bible: Hymns, memory verses, Bible doctrine, Salvation, Genesis, Life of Christ.

Support Subjects: Arts & crafts, health, safety & manners, music, physical & life sciences, and poetry.

*Your attention to your child's progress and encouragement of his/her education is the KEY. "Student Success" is linked to "Teacher Expectation" which is linked to "Parental Involvement"!

FIRST

Language Arts: Phonics and Reading--review of vowels, consonants, blends, one and two vowel words, consonant blends, recognition and use of all phonics rules in reading and spelling rules: doubling consonants, dropping silent e, changing y to i, oral reading.

Manuscript and Cursive Writing: Review of letter formation three spaces high, daily seatwork practice in all academic areas.

Spelling and Poetry: Weekly phonics-based word list, weekly test with phonics, reinforcement activities, eight poems committed to memory.

Language: Capitalizing of first word in a sentence, days of the week, months of the year, correct punctuation at the ends of sentences, recognition of complete sentences, words using suffixes, prefixes, syllables, compound words, rhyming words, opposite words, same meaning words and contractions, alphabetizing of words, writing complete sentences and short stories, creative writing.

History and Geography: This is my America (Flag, Freedoms, Symbols, and Great People). This is my World (Mexico, Peru, Virgin Islands, Puerto Rico, Bahamas, England, the Netherlands, Norway, France, Germany, Switzerland, Italy, Egypt, India, China, Australia, Guam, American Samoa, and Africa).

Science: Health and Human Biology, Energy, Animals, Plants and Seasons.

Health, Safety, Manners: Eating, Exercise, Rest, Care of body, Clothes and Home. Safety and Manners at home, school, church, and public.

Arithmetic: Counting and writing 1-1,000: greatest and least, counting and writing by tens, fives, twos and threes, sequences, addition and subtraction facts through 13, three digit addition with carrying, two digit subtraction, story problems, before and after numbers by ones, tens, twos, counting and combining coins, telling time to the nearest five minutes, odd and even numbers, measures, place value, unit fractions, reading a thermometer, multiple combinations, multiplication, calendars, picto and bar graphs.

Bible: Hymns, memory verses, Bible doctrine, Salvation, Genesis, Life of Christ and Life of Paul.

Support Subjects: Art, music, physical education, Spanish

*Your attention to your child's progress and encouragement of his/her education is the KEY. "Student Success" is linked to "Teacher Expectation" which is linked to "Parental Involvement"!

SECOND

Language Arts: Phonics and Reading- review of vowels, consonants, blends, one and two vowel words, consonant blends, recognition and use of all phonics special sounds in reading, spelling rules such as doubling consonants, dropping silent e, changing y to i.

Cursive Writing: Daily seatwork practice in all academic areas and a creative writing journal.

Spelling and Poetry: Weekly phonics based word list, weekly test, reinforcement activities and seven poems committed to memory.

Language: Capitalization of first words in a sentence, days of the week, months of the year, special holidays, people and places, correct punctuation at the ends of sentences, words using suffixes, prefixes, abbreviations, compound words, rhyming words, opposite words, same meaning words, singular and plural words, singular and possessive words and contractions, alphabetizing, writing complete sentences, writing letters and thank you notes and creative writing.

History and Geography: America (Home, Flag, Songs, and Patriotic Holidays). People who built America (Separatists, Indians, Colonists, Pioneers, Cowboys, Black History).

Science: Plants, Animals, Health and Human Biology, Matter, Energy and conservation.

Arithmetic: Counting and writing 1-1,000; numbers greatest and least 1-1,000; counting and writing by threes, fours; addition facts through 18, column addition, four digit addition with carrying, subtraction facts through 18, four digit subtraction with borrowing, multiplication facts 0-5, division facts 1-5, story problems, multiple combinations, estimation, numbers before and after by ones, twos, threes, fours, fives, and tens, counting and combining coins and bills, telling time to the nearest minute, English and metric measures, drawing and measuring lines to one half inch, developing listening skills, calendars, place value, unit fractions, reading thermometers, reading pictographs, bar graphs and line graphs.

Bible: Hymns, memory verses, Bible Doctrine, Salvation, Life of Moses, Joshua, Tabernacle, Judges, Ruth and Jonah.

Support Subjects: Art, music, physical education, Spanish, computer

*Your attention to your child's progress and encouragement of his/her education is the KEY. "Student Success" is linked to "Teacher Expectation" which is linked to "Parental Involvement"!

ELEMENTARY PAYMENT SCHEDULES

(PRICES ARE SUBJECT TO CHANGE)

All payments for new enrollees must be made in the form of Money Order or Cashier's Check for the first 90 days for all new and returning students. Debit/Credit card payment option is available via the Internet. There may be a small administrative charge on Internet payments.

Payment Plan A (Monthly beginning August 17, 2012 through April 26, 2013)

<u>Payment Due Dates</u>	<u>Amount Due</u>
August 17	\$549.00
September 28	\$549.00
October 26	\$549.00
November 30	\$549.00
December 28	\$549.00
January 25	\$549.00
February 22	\$549.00
March 22	\$549.00
April 26	\$549.00 or \$424.00*

Payment Plan B (Bi-Weekly beginning August 17, 2012 through May 10, 2013)

<u>Payment Due Dates</u>	<u>Amount Due</u>
August 17	\$247.00
August 31	\$247.00
September 14	\$247.00
September 28	\$247.00
October 12	\$247.00
October 26	\$247.00
November 9	\$247.00
November 21**	\$247.00
December 7	\$247.00
December 21	\$247.00
January 4	\$247.00
January 18	\$247.00
February 1	\$247.00
February 15	\$247.00
March 1	\$247.00
March 15	\$247.00
March 29	\$247.00
April 11	\$247.00
April 26	\$247.00
May 10	\$247.00 or \$122.00*

The above payment schedule includes 1-week vacation at one-half tuition already factored in and covers the 39-week school year plus the week before Summer Camp begins on May 28th, 2013.

If the student(s) is/are withdrawn on May 19th, 2013, in accordance with the withdrawal policy on page 29, please refer to the second amount () for the last payment on each schedule.

**Payments Due before Holiday.

(Individualized schedules will be provided for families receiving any applicable discounts.)

2012 – 2013 Books and Learning Aids

(Prices are subject to change)

K5/KINDERGARTEN

Basic Phonics Readers 1 - 12

Letters and Sounds K

Writing with Phonics K

Numbers Writing Tablet

Art Projects K

Readiness Skills K

My Blend and Word Book

Number Skills K

K5 Science

Social Studies K

Miniature Alphabet Cards

Individual Number Cards

Book Fee: \$115.00

Due by: August 20, 2012

FIRST GRADE

Fun with Pets

Tiptoes

Stepping Stones

Secrets and Surprises

Open Windows

Kind and Brave

Aesop's Fables

Strong & True

Handbook for Reading

Letters and Sounds 1

Student Test Book

Language 1

Arithmetic 1

Student Speed Drills & Tests 1

Spelling & Poetry 1

Writing with Phonics 1

3 Cursive Writing Tablets 1

Student Art Projects 1

Community Helpers Activity Book

Science 1

Primary Bible Reader

Health, Safety & Manners 1

My America and My World 1

Bible Friend's Coloring Book

Book Fee: \$250.00

Due by: August 20, 2012

*Book Fees are non-refundable

(PRICES ARE SUBJECT TO CHANGE)

SECOND GRADE

Story Tree
Treasure Chest
No Longer a Nobody
Hidden Treasures
Paths of Gold
Silver Sails
Sunshine Meadows
Growing up Where Jesus Lived
All Things Even Frisky
All Kinds of Animals
Letters & Sounds 2
Student Test Book
Language 2
Arithmetic 2
Speed Drills & Tests 2
Spelling & Poetry
Writing with Phonics 2
Science 2
Our America
Student Art Projects 2
Tablet: Writing and Numbers
Handbook for Reading

Book Fee: \$250.00

Due by: August 20, 2012

BEFORE/AFTER SCHOOL (COVERED BY REGISTRATION FEE)

Duplications
Manipulatives
Games
Craft Supplies
Paper and Pencil
Before and After School equipment

GRADUATION & PROMOTION DAY POLICY

(PRICES ARE SUBJECT TO CHANGE)

The School Year ends May 20, 2013. On this day, we will have our promotion day for the Walking Toddlers through K-3 classes. The K4 through Second Grade classes will graduate to the next level. All events will be held on this day in the Second Missionary Baptist Church Family Life Center promptly at the scheduled time. Cost will be as follows:

GRADUATION FEE = \$40.00 – K-4 through Second Grades Only

The fee will cover the following expenses:

Graduation Certificate
Graduation Robe & Cap
Graduate Tassel
Games and Activities following Graduation

These costs are applicable to our K-4 through Second Graders only. All fees must be paid by Friday, February 15, 2013 to insure that your child graduates in full dress.



Holidays & Calendar of Events



SMBC/LC & TGM/CA

FALL HOLIDAY SCHEDULE 2012-2013

The Learning Center is open Monday through Friday from 6:30 a.m. until 6:00 p.m. The Center is closed in observance of the following HOLIDAYS:

Labor Day	September 3, 2012 - Monday
Thanksgiving Day	November 22, 2012 - Thursday
Day After Thanksgiving	November 23, 2012 - Friday
Christmas Eve	December 24, 2012 –Monday
Christmas Day	December 25, 2012 – Tuesday
New Year's Day	January 1, 2013 – Tuesday
Martin Luther King's Birthday	January 21, 2013 - Monday
Good Friday	March 29, 2013 - Friday
Memorial Day	May 27, 2013 - Monday
Independence Day	July 4, 2013 – Thursday

Since holidays are only one or two days, the full week's tuition is due for the week in which the holiday occurs. Three (3) days constitute a week.

If the payment day falls on a holiday, payment will be due the day before the holiday. Please refer to the Payment schedule.



SMBC Learning Center & TGM Christian Academy School Calendar – 2012 - 2013

(Schedule subject to change without advance notice)

Hickman Mills – Students will be dismissed 1 hour early every Wednesday.

AUGUST						
S	M	T	W	TH	F	S
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August

- 6 All Book Fees Due**
- 10 Abeka Book Order
- 15 *School Starts - Hickman Mills (Half day)*
- 16 *School Starts - Grandview (Full day)*
- 16-17 Learning Center Closed – Staff Preparation Day**
- 20 School Starts – SMBC Learning Center**
- 24 Mis-match Day (wear mis-match clothes)
- 31 Sunglasses & Hat Day

SEPTEMBER						
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September

- 3 Learning Center Closed - Labor Day Holiday**
- 3 *No School – Grandview & Hickman Mills*
- 7 Red Day/Chiefs Day
- 11 Open House Conference – 8:00 am - 5:00 pm**
- 11 Doves Reading Club Kickoff**
- 12 *Early Release - Grandview Schools*
- 14 YWP T-Shirt & Jean Day
- 21 Money Due for Pumpkin Patch Field Trip
- 21 Backwards Day
- 28 *No School – Hickman Mills & Grandview*
- 28 Green Day

OCTOBER						
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October

- 5 End of 1st Period
- 5 Nerd Day
- 12 Crazy Hair Day
- 17 *Early Release – Grandview Schools*
- 19 Stripes Day
- 19 *No School – Hickman Mills Schools*
- 25 *Early Release – Grandview Schools*
- 26 *No School – Grandview Schools*
- 26 Orange Day
- 31 All Saints Festival (Classroom parties)
- TBA Pumpkin Patch Field Trip – Wear YWP T-Shirt**

NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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November

- 2 Brown Day
- 9 Hoodie Day
- 14 Early Release – Grandview Schools
- 16 YWP T-Shirt Day
- 21-23 No School – Grandview & Hickman Mills
- 22-23 Learning Center Closed – Thanksgiving Holiday
- 30 Boot Day

December

- 7 End of 2nd Period
- TBA Paradise Park (K3-2nd grade)
- 7 YWP T-Shirt Day
- 12 Early Release – Grandview Schools
- 14 Students Christmas Program – 9:30 – 11:00 am
- 14 Christmas Attire
- 21 Red & Green Day
- 20 No School – Grandview Schools
- 21-31 No School – Grandview & Hickman Mills Schools (Winter Break)
- 24/25 Learning Center Closed – Christmas Holiday

January

- 1 Learning Center Closed – New Year's Day
- 2 Learning Center Reconvenes
- 2 No School – Grandview & Hickman Mills Schools
- 3 School Resumes – Grandview & Hickman Mills Schools
- 4 Polka Dot Day
- 11 YWP T-Shirt Day
- 16 Early Release – Grandview Schools
- 18 End of 3rd Period
- 18 Black & White Day
- 21 Learning Center Closed – Martin L. King Birthday
- 21 No School – Grandview & Hickman Mills Schools
- 22 No School – Grandview
- 25 Sweat Suit Day

February

- 1 Black Out Day (wear all black)
- 8 Bling Bling Day (Wear your favorite bling)
- 13 Early Release – Grandview
- 14 Students' Valentine Party – 2:00 pm
- 15 YWP T-Shirt Day
- 15 Graduation Fees Due – K-4 – 2nd Grade
- 15 No School – Hickman Mills
- 18 No School – Grandview & Hickman Mills
- 22 Fathers, Grandfathers, Male Guardian Breakfast
- 22 Business Attire

MARCH						
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APRIL						
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MAY						
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JUNE						
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March

- 1 Backwards Day (wear clothes backwards)
- 8 End of 4th Period
- 8 Blue & Pink Day
- 13 *Early Release – Grandview Schools*
- 15 Overalls Day
- 18-22 *No School – Grandview & Hickman Mills Schools (Spring Break)*
- 22 T-Shirt/Jean Day

TBA Picture Day

- 29 *No School – Grandview & Hickman Mills Schools*
- 29 **Learning Center Closed – Good Friday**

April

- 5 Royals/Favorite Jersey Day
- 12 Stripes Day
- 19 Medical Attire/Scrubs Day
- 24 *Early Release – Grandview Schools*
- 26 Purple Day (dress up as a nerd)

May

- 3 Pajama Day
- 3 Recreation Day
- 3 End of 5th Period
- 6-10 Teacher Appreciation Week
- 8 *Early Release – Grandview Schools*
- 10 **Mom's in May Breakfast (7:30 am – 8:15 am)**
- 10 YWP T-Shirt Day
- TBA School Day at the K (Date will be announced at a later time)
- 17 **Graduation Program (9:00 am – 11:00 am)**
- 17 Graduation Attire
- 20 *Last Day – Hickman Mills (Early Dismissal)*
- 27 **Learning Center Closed – Memorial Day**
- 28 **Summer Camp and Summer Jamboree Begins**
- 31 *Last Day – Grandview Schools (Early Dismissal)*

Dove Incentives will be given out monthly. Please read to your child or make sure your child is reading!