

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



Eliminating the Nightmare!

6 weeks - 2nd Grade
Condensed Version

August 20, 2012 - May 17, 2013

5111 Harry Truman Drive
Grandview, MO 64030

(816) 763-3999
www.smbctgm.com



**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”

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.)

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 DIRECT OR

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.

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.

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.

<u>ELEMENTARY</u>	<u>MONTHLY</u> (9 PAYMENTS)	<u>BI-WEEKLY</u> (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 **Error! Bookmark not defined.** 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

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 11 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.