

**PAYMENT RECORD:**

REGISTRATION  
TUITION LAST WEEK OF SCHOOL  
TUITION FIRST WEEK OF SCHOOL  
BOOKS


Start Date: \_\_\_\_\_

**SECOND MISSIONARY BAPTIST CHURCH LEARNING CENTER  
ENROLLMENT APPLICATION  
NURSERY, PRESCHOOL & ELEMENTARY SCHOOL**

Name of child(ren)	Birthdate	Age	Social Security Number	Return Student? (Yes or No) If yes, date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Home Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code: \_\_\_\_\_

<b>MOTHER'S NAME:</b> _____	<b>Social Security #</b> _____
Home Address: _____	Place of Employment _____
City/State/Zip: _____	Work Telephone: _____
Home Telephone: _____	Work Address: _____
Work Hours: _____	City/State/Zip _____
Cell Phone Number: _____	Email Addr: _____

<b>FATHER'S NAME:</b> _____	<b>Social Security #</b> _____
Home Address: _____	Place of Employment _____
City/State/Zip: _____	Work Telephone: _____
Home Telephone: _____	Work Address: _____
Work Hours: _____	City/State/Zip _____
Cell Phone Number: _____	Email Addr: _____

<b>ALTERNATE CONTACT (Relative or Neighbor)</b>	
Name: _____	Home Address: _____
Home Telephone: _____	City/State/Zip: _____
Work Telephone: _____	Cell Phone: _____

Child transferring from:  Private Care     Public School     Another Day Care/Preschool

List last 2 schools/care facilities:

<u>Daycare/Preschool</u>	<u>Date Left</u>	<u>Reason for Leaving</u>
_____	_____	_____
_____	_____	_____

**\*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:**

\_\_\_\_\_  
\_\_\_\_\_

Please list a maximum of four people authorized to pick up your child. Photo I.D's must be on file:

\_\_\_\_\_



SECOND MISSIONARY BAPTIST CHURCH  
LEARNING CENTER

**PARENTAL AGREEMENT**

**SCHOOL FEES:** The parents of \_\_\_\_\_ agree to pay \$ \_\_\_\_\_ registration fee and tuition fee of \$ \_\_\_\_\_ which is due according to the payment schedule (see the Learning Center packet for the Nursery/Pre-school and Elementary payment schedules) for the appropriate age group. The parents also agree to pay book fees in the amount of \$ \_\_\_\_\_.

We need all parents to honor the tuition payment plan as outlined in the Learning Center Handbook so that we don't have to seem insensitive when we are moved to require tuition payments be on time or a notice to drop your child(ren) is issued.

All tuition payments are due on **FRIDAY FOR THE COMING WEEK** for Nursery and Pre-school students. Elementary Division tuition is due monthly or bi-weekly on **FRIDAY ACCORDING TO THE SCHEDULE** in the packet. Payments must be received by check or money order only.

**LATE PAYMENT POLICY:** A 30% late fee will be assessed if payments are received after the scheduled payment date. If tuition payment **plus** the late fee are not received by **3 p.m. on Mondays**, your child(ren) will be dismissed from our active role. If your child(ren) is/are dropped from our active role, there will be a \$15 re-instatement 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 until a slot becomes available if you want to return your child(ren) to SMBC.

**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/Preschool: 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(ren) is/are absent three (3) or more days in the same week for vacation. We require a two-week advance notice; please fill out the "Vacation/Drop Notice" two weeks in advance and turn it in at the Finance Office.

Elementary: The elementary school year begins the third Monday of August and ends the third Friday of May. 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.

**START DATE:** Once your child is registered in the Learning Center, you will be given an anticipated start date. If your child is not in attendance within two weeks after the given date, your child's name will be placed on the waiting list. You will be notified when placement is available.

**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). (See Vacation/Withdrawal Notice Form.) 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.

Elementary Division: I understand that financial responsibility is assumed for the entire school year and that tuition is due and payable according to the terms specified on the Elementary rate sheet. I understand that no financial adjustments will be made unless a written notice of withdrawal is received **two (2) weeks in advance** by the Finance Office and that no reports or transcripts will be released until all financial obligations to SMBC/LC have been fulfilled.

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:

**SAFETY PRECAUTIONS/BEADS IN HAIR:** 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.

**Receipts for tax purposes will be issued beginning the last Friday in January.**

Upon signing this contract, I attest that I received, read, understand and agree to the SMBC/LC policies including: Standards of Conduct, Statement of Cooperation, Late Pick Up Policy, Disciplinary Policy and the Safety Precautions/Beads in Hair.

**\*If both parents, grandparents, or guardians are custodial or legally responsible for the child(ren), then both parents, grandparents, or guardians must sign below.**

Date of Contract: \_\_\_\_\_

\_\_\_\_\_  
Mother/Guardian's Signature

\_\_\_\_\_  
Father/Guardian's Signature

\_\_\_\_\_  
Operational Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Administrator

\_\_\_\_\_  
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



# 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.

**\*If both parents or guardians are legally responsible for the child(ren), then both must sign below. If both parents are in the household, both signatures are required.**

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Mother's/Guardian's Signature

Date

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Father's/Guardian's Signature

Date



# DISCIPLINARY POLICY

SMBC/LC & TGGM/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 & TGGM/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.

I acknowledge that I have read and accepted the information in this policy.

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Mother/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Father/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Operational Administrator \_\_\_\_\_ Date \_\_\_\_\_

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General Administrator \_\_\_\_\_ 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 (Heath 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 or age or older	1 staff member for every	20

## 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 or age or older	1 staff member for every	16

Total number of children enrolled by this facility 85

## 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.”

# Parent Teacher Connect Group

The Parent Teacher Connect Group is the greatest opportunity for our teachers and the parents of our students to come together and share in a learning experience that will establish the foundational excellence in the parent's child and the teacher's student.

We would greatly appreciate and strongly encourage your participation in field trips, special projects, and any other school or classroom activities. Please let the director or your child's teacher know in which events you will participate. The greatest learning is to grow and learn with your child. This is an experience that you and your child will cherish forever. Let's make a memory!

The Parent/Teacher Connect Group will be a commitment that all parents will be asked to adhere to for consideration of their child being enrolled in our LC and Academy this school year.

The Parent/Teacher Connect Groups will be conducted by persons certified in the respective areas that will offer Learning Principles to enhance parenting skills and encourage the parent and teacher in the child's growth cycle in the following areas: mental, physical, social and spiritual.

We are looking forward to an outstanding year. Our theme is: "One Band, One Sound". Each class will select a number of instruments that the students love. The students will learn about that instrument and actually participate in a band formation and make the sounds of the instrument chosen. We encourage parents to assist us by providing (as a donation) toy band instruments.

We would like our band to play and march at each major school event and give a grand finale at the graduation program. Any parents with band or instrument experience, who would like to help us prepare our school band, please contact the director.

At least one parent **must** attend the Parent Teacher Exchanges in October, December, February and April.

We are excited about this school year!

Upon signing this contract, I attest that I received, read, understand and agree to the SMBC/LC policies regarding the Parent Teacher Connect Group.

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Parent Signature

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Date



**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**

	<b>NORMAL</b>	<b>ABNORMAL</b>	<b>RECOMMENDATION</b>
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:** \_\_\_\_\_

**PHYSICIAN'S INSTRUCTIONS FOR SPECIALIZED CARE**

Please complete this section only if the child requires special care at a child care facility, eg. Special diets, allergies, ear infections, convulsions, diabetes, asthma, behavior problems, hearing or visual impairment, etc. (Attach additional pages as needed)

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# 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 23 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.*

