

PAYMENT RECORD:

REGISTRATION
TUITION FIRST WEEK OF CAMP
TUITION LAST WEEK OF CAMP

Start Date: _____

**APPLICATION FOR YOUTH IN A WORLD OF PRESSURE
SUMMER CAMP APPLICATION
1ST - 12TH GRADE**

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

Home Address: _____ Telephone Number: _____
City/State _____ ZipCode _____

MOTHER'S NAME: _____	Social Security # _____
Home Address: _____	Place of Employment _____
City/State/Zip: _____	Work Telephone: _____
Home Telephone: _____	Work Address: _____
Work Hours: _____	City/State/Zip _____
Cell Phone Number: _____	E-Mail: _____

FATHER'S NAME: _____	Social Security # _____
Home Address: _____	Place of Employment _____
City/State/Zip: _____	Work Telephone: _____
Home Telephone: _____	Work Address: _____
Work Hours: _____	City/State/Zip _____
Cell Phone Number: _____	E-Mail: _____

ALTERNATE CONTACT (Relative or Neighbor)	
Name: _____	Home Address: _____
Home Telephone: _____	City/State/Zip: _____
Alternate Telephone: _____	
Cell Phone Number: _____	Pager Number: _____

***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 persons authorized to pick up your child. Photo I.D's must be on file:

Your child will not be released without prior approval. Please attach copy of picture I.D. of all person(s) who will pick up your child.

**Second Missionary Baptist Church Touch of Grace Ministries
Summer Camp 2011 “Embracing The Dream”
PARENTAL AGREEMENT**

CAMP FEES:

The parent(s) of _____ agree to pay \$ _____ registration fee and agree to pay \$ _____ tuition per week.

Van Fees \$ _____ Extended Care \$ _____

We need all parents to honor the tuition payment plan as outlined below 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. Payments must be received by check or money order if paid in person or via debit/credit card at www.smbctgm.com.

LATE PAYMENT POLICY:

A 30% late fee will be assessed if payments are received after the Friday payment date. **If tuition payment plus the late fee are not received by 3 p.m. on Monday, 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 the Waiting List until a slot becomes available, if you want to return your child(ren) to SMBC Summer Camp.

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:

You will be allowed two weeks during the summer for vacation. A week consists of 3 or more days in the same week. **A two-week advance notice must be submitted for Vacations.** You will be charged half the weekly fee for the time that your child is out on vacation. This fee will be due before your departure and will reserve your child's space in the Summer Camp. Upon signing this contract, the parents also agree to comply with the payment policies and dates that are contained in this packet.

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). 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 camp week that Friday of that same week would be the child's last day, then 1/2 tuition for two weeks would be due.

LONG-TERM ABSENCES/WITHDRAWALS

Parents wanting to take their children out of the Summer Camp Program for more than two (2) weeks have the option of paying the ½ weekly tuition for the number of weeks a child will be out to reserve their spot. **OR** You may withdraw the child for the duration of the absence and re-enroll the child. A \$15 Re-Registration fee will be due at least two (2) weeks before the camper’s return.

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.

TAX RECEIPT:

Receipts for tax purposes may be requested in February.

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

Summer Camp Director

Date

General Administrator

Date

Parental Statement of Cooperation

When enrolling children in the SMBC Summer Camp, 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 supply or registration fees. I give Summer Camp permission for my child to take part in all summer camp 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 Summer Camp Discipline Policy. Spanking will not be permitted by anyone.

I further agree to hold the SMBC Summer Camp and its agents harmless for any liability claims on behalf of my child or any guardian or parent thereof against the summer camp or any agent thereof because of injury or alleged injury to my child. Should legal action, for any reason, be taken against Summer Camp or any employee or agent thereof, on my child's behalf and the summer camp or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs the Summer Camp 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 the Summer Camp.

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 Summer Camp.

Before your child can be admitted to the Summer Camp, 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 Summer Camp 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.

The SMBC Summer Camp 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 the SMBC Summer Camp 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 Summer Camp 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 Summer Camp and at all times while on the premises of SMBC Camp. Students found to be out of harmony with SMBC Summer Camp 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 Summer Camp 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 SMBC Summer Camp, the Standard of Conduct form must be signed by the Parents and placed in the child's file.

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

Mother's/Guardian's Signature Date

Father's/Guardian's Signature Date

Summer Camp Director _____ **Date** _____

Summer Camp Assistant Director _____ **Date** _____

DISCIPLINARY POLICY

The SMBC Summer Camp 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 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. Isolation of a 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 Summer Camp Director, who will evaluate the situation and determine if the child's parent(s) should be called.
11. 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 Summer Camp Director will conduct the conference followed by a letter of recommendation to the General Administrator.
12. 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 Summer Camp Director who will discuss it with the parents.

13. Repeated actions of inappropriate behavior will result in parental conference(s) and mandatory time spent at the Camp by the parent(s). The intent and attitude of the student will be strongly considered by the Summer Camp Director 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.
14. No spanking is authorized at the SMBC Summer Camp.
15. Students are expected to adhere to the Standards of Conduct.
16. 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.
17. Classroom rules of manner, good habits, bathroom and lunchroom 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.

As a parent, I have read the Standards of Conduct, Statement of Cooperation, and Disciplinary Policy. I will cooperate with the school in its endeavor to maintain these high Christian standards.

Mother/Guardian's Signature

Date

Father/Guardian's Signature

Date

Summer Camp Director

Date

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"/>	3/19/09
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"/>	2/19/09
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"/>	1/20/09

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

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

Total number of children enrolled by this facility 141

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.”

MEDICAL/ALLERGY DISCLOSURE FORM

(Addendum to Key Information 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.

**Missouri Department Of Health
IMMUNIZATION RECORD**

NAME	DOB	SEX F M
ADDRESS(STREET OR RFD, CITY)	HOME PHONE	
SCHOOL NAME	WORK PHONE	PARENT'S NAME

IMMUNIZATION RECORD (DATES GIVEN)

DOSE	DTP,DT or DTaP	OPV or IPV	Hepatitis B	Hib	MMR	Varicella
DOSE NO 1						
DOSE NO 2						
DOSE NO 3						
DOSE NO 4						
DOSE NO 5						
DOSE NO 6						

DATE	ADVERSE REACTIONS

DATE	ACTION TAKEN

PLEASE LIST ALLERGIES OR SPECIAL NEEDS:

MEDICATION: _____

FOOD: _____

OTHER _____