



# **Welcome**

**2019 – 2020**

## **PARENT HANDBOOK**

**“Let the little children come to me, and do not hinder them,  
For the kingdom of Heaven belongs to such as these.”**

**Matthew 19:14**

Policy Effective April 2019

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## **Our Mission Statement**

Proverbs 22:6 – Train up a child in the way he should go and when he is old, he will not depart from it.

Our mission is to:

- Provide a home-like environment of a Christian nature,
- Love each child and family
- Introduce families and children to our Lord Jesus Christ through quality childcare and preschool program

## **Our Statement of Faith**

We believe children are a gift from God, a precious treasure and God's miraculous creation. Our desire is for every child to grow to have a healthy view of God as his / her Lord and Savior, and receive eternal life.

Outside of our personal relationship with Jesus Christ, we believe the family is the most stabilizing factor in an individual's development and growth. Our goal is to minister to the entire family.

Along with ABeka Curriculum, our daily preschool instructions include prayer, scripture verses, songs, stories and lessons to establish a sound Biblical foundation on which a child can flourish.

An important part of our program is allowing children to experience different activities within the community. For this reason, we schedule field trips and/or special events here throughout the school year for our 2 and 3 year old Preschool and 4-K classes as well as for our school age children.

For further information, you may contact the center office at 205-647-6861 or by e-mail at [srbccildcare@gmail.com](mailto:srbccildcare@gmail.com) or visit Smoke Rise Baptist Childcare and Pre-School page on Facebook.

## Hours of Operation

The Center is open 6:30 AM – 6:15 PM  
Our 2 year Pre-school is 8:30 AM – 11:15 AM  
Our 3 year Pre-school is 8:30 AM – 11:30 AM  
Our 4K is 8:00 AM – 12:00 PM

## Licensing

Act No. 81-310, Section 38-7-3, Code of Alabama provides that churches and non-profit religious organizations are exempt from being licensed by the Department of Human Resources (DHR). As a church-operated childcare facility, we have chosen to be exempt from being licensed, however, we follow the DHR recommended teacher/child ratios indicated in the following table. Please note we are regularly inspected by the Blount County Health Department and the State Fire Marshal.

## Teacher/Child Ratio

6 weeks up to 18 months	1 to 5
18 months up to 2 ½ years	1 to 7
24 months up to 36 months	1 to 8
2 ½ years up to 4 years	1 to 11
4 years up to school age	1 to 18
School age up to 8 years	1 to 21
8 years and older	1 to 22

## Staff

Our staff consists of Directors, Preschool & Kindergarten Teachers, Childcare Providers, Aides Office Support and Food Service Providers.

Upon employment we complete a Child Abuse/Neglect (CA/N) background clearance through the Department of Human Resources (DHR), a criminal background check through the Federal Bureau of Investigation (FBI) and the Alabama Bureau of Investigation (ABI).

Training is an on-going process to ensure your child receives the best teaching and quality care.

Health and Safety training courses are mandatory and completed by all staff.

## Staff (Con't)

These courses are;

- Administration of Medication
- Building and Physical Premises Safety
- CPR and First Aid
- Emergency Preparedness and Response Planning
- Handling and Storage of Hazardous Materials
- Prevention and Control of Infectious Diseases
- Prevention and Response to Emergencies
- Prevention and Safe Sleep Practices
- Prevention of Shaken Baby Syndrome and Abuse
- State of Alabama Mandatory Reporting of Child Abuse

Additional Training is completed on different children's age groups.

Medical Records are maintained including T.B. Tests and physicals

## Admission Requirements

Registration forms, along with registration fees are required before your child's first day of enrollment. **Please keep your child's information current throughout the year. A current State of Alabama Certificate of Immunization form is required upon entry of children not enrolled in a public school system.** This blue form can be obtained from your pediatrician.

We must also have a notarized affidavit stating the parent has been notified of our licensing status. We can notarize the form for you, if necessary. This form must be renewed and will be given to you to complete in the Fall of each year.

## Registration, Tuition and Late Fees

We close promptly at 6:15 PM. After 6:15, late fees will be added to your account as follows; \$5.00 per child for the first 15 minutes or any fraction thereof and \$5.00 per child for each additional 5 minutes or any fraction thereof.

A two-week notice, in writing, is required before withdrawing your child from Smoke Rise Baptist Church Childcare and Preschool.

A two-week notice is required for schedule changes regarding weekly tuition – example: Attendance from 3 days to 5 days.

**NOTE: IN THE EVENT YOUR ACCOUNT BECOMES DELINQUENT AND IS TURNED OVER TO AN ATTORNEY FOR COLLECTION, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ATTORNEY FEES AND COLLECTION COSTS.**

SRBC Childcare & Preschool reserves the right to terminate your child from enrollment if the administrative staff determines the program is not meeting your needs or the needs of your child, or if your child's presence poses a threat to the welfare of others. Failure to pay tuition may result in suspension of your child's attendance until the account is reconciled.

We have several options available for tuition rates. Please choose the ones that meet your childcare needs. Children must attend a minimum of 3 days per week. We have a limited number of placements for our 3 day program. **We cannot accommodate drop-ins.**

### Registration for all children:

Members of Smoke Rise Baptist Church	\$75.00
Non-church members	\$90.00
After School Program	\$50.00

*A \$25.00 charge will be added for any returned check.*

Please note: Registration fees cannot be refunded.

