

Leaving and Calling For A Child

A reliable person must bring and pick up your child. The person who brings the child must stay until the child is with a staff member at the school. Your child will be sent home only with authorized persons, unless you give us direct permission in person or by phone, giving us a code word that you will also give the person who will pick your child up. This designated person should present picture I.D and be at least eighteen (18) years of age.

Rest Time

It is required by the Department of Social Services that the school schedules at least one to one and a half hours of rest time each day for infants through pre-school students. Each child needs a mat and a sheet or a small blanket. Each child's belongings should be marked clearly with his/her name. Parents are required to bring linen to cover mats and crib sheets for cribs, weekly. Linen should be picked up each Friday for cleaning and returned on Monday. **There will be a \$2.00 charge per day, if the school provides linen. Since no child will be allowed to sleep on a mat or crib without linen, you will automatically accept responsibility for this charge if you do not provide linen for your child.**

Field Trips

We will be taking trips periodically throughout the year. The trips will be planned and related to learning activities. You will be notified when the trips are scheduled. Parents are required to sign a permission slip, and pay any fees associated with trip for children to participate.

After School Care

We provide after school care for students up to age twelve (12). The students receive a snack and help with homework. Their schedule is from 3:00 p.m. to 6:00 p.m., Monday through Friday.

Personal Information

The school does not distribute any home telephone numbers, addresses, business telephone numbers, or general information concerning parents to other parents or outside inquiries without the expressed permission of the parent concerned.

Fees and Expenses

Registration - Registration fee and the first week's tuition are required when you register your child. Registration fee must accompany applications before a child can be placed on the roll. The registration fee is **non-refundable**. The director will maintain a waiting list of children desiring to be a part of the school after the desired enrollment is filled. If there is a vacancy, the place is filled by the first name on the list. Students must register for school **annually**.

FULL TUITION is due Monday of each week, regardless of attendance, unless tuition is being paid bi-weekly or monthly. Bi-weekly or monthly fees must be paid in advance to avoid a late fee.

All fees not paid by Tuesday of the week for which service has been rendered, **will result in a \$10.00 late fee per child**. This rule applies even if the child does not attend school on the day that tuition is due.

A fee of \$35.00 will be charged for checks returned to the school. These checks should be picked up and replaced with the cash amount of the check and fee charges as soon as notification have been given by the school. **We will not continue to accept checks from an individual who has had two checks returned by the bank.**

Fee Schedule

Registration Fee (Annual).....	\$ 60.00
Registration for Half Day and After-School (Annual).....	\$ 30.00
Grade School Registration Fee.....	\$ 200.00
Grade School Weekly Rate.....	\$ 115.00
Weekly Per Child Trained.....	\$ 85.00
Weekly Per Child Untrained.....	\$ 100.00
Daily Rate/Trained.....	\$ 35.00
Daily Rate/Untrained.....	\$ 45.00
Children Attending ½ Everyday (6 hrs.) Trained.....	\$ 70.00
Child Attending ½ Everyday (5hrs.) Untrained.....	\$ 80.00
Weekly Reader Fee Per Child.....	\$ 8.00
Insurance Fee (Annual).....	\$ 15.00
Late Fee For Infants After 5:30p.m.....	\$1.00 per minute
Late Fee For All Other Students After 6:00p.m.....	\$1.00 per minute
Returned Check Fee.....	\$ 35.00
Crib Rental Fee (Annual).....	\$ 35.00
After-School Care.....	\$ 40.00

**** For pricing on multiple siblings please contact front office.**

If your child is absent or sick for a week, you are still required to pay **Full Tuition** for the school to hold a space for your child. If your child is dropped from the roster you will be required to do registration again.

Records

It is required that the JMBC Christian and Academic School have on file for each child the following records:

1. Application for Enrollment
2. Immunizations
3. Medication Form
4. Eligibility Form
5. Disciplinary Form
6. Birth Certificate

Center Hours

The JMBC Christian and Academic School opens at 6:00 a.m. and closes at 6:00 p.m. **Infants must be picked up by 5:30 p.m.** If you are going to be delayed, the school asks that you make arrangements to have your child picked up prior to the closing time. Please call the school to inform us of who will pick up the child. The name and address should be listed on the enrollment application.

Parents arriving after 5:30 p.m. for infants, and 6:00 p.m. for all other students, will be assessed a fee of \$1.00 per minute for each child, payable immediately to the staff member on duty. This fee cannot be included in your tuition fee. If a child is left at the center for more than 30 minutes after the closing time, the Sumter County Department of Social Services and/or the Sumter County Police Department will be notified.

Child Neglect and Abuse

The center is obligated by law to notify the Department of Social Services of any suspicion of abuse and /or neglect.

Curriculum

"Rich, Developmentally-Appropriate, and Bible-Based"

The A Beka Curriculum is currently being used in our school. It is a highly structured, Bible-Based Curriculum and emphasizes basic and high level skills.

The purpose of this school is to teach a rich, meaningful, and balanced curriculum of skills and information through developmentally appropriate and Bible-based activities that encourage the children to want to learn.

Jehovah Missionary Baptist Church Christian and Academic Curriculum School includes:

- Language Arts (Reading, Phonics, Spelling, Writing & Poetry)
- History & Geography
- Science
- Arithmetic
- Bible
- Physical Education (Health)
- Character Education & Technology
- Art
- Music

STEM/STEAM PROGRAM

This is an acronym referring to the academic disciplines promoting extra emphasis on Science, Technology, Engineering and Mathematics and in some cases the Arts. This Developmentally-Appropriate program, provides activities and more learning skills that assist in teaching our students in additional to the traditional approach.

Medication

If your child is on medication and needs medication while at the school, an office staff member will administer the medication prescribed by a Doctor, provided you have signed a permission slip for medication to be given to the child and it does not exceed the dosage amount prescribed.

Health

If symptoms of illness are observed, the parent will be notified as quickly as possible to pick the child up from the school. In order to return the parent must bring a doctor's statement or keep the child out until he/she is well. If a child is sent home with a fever, diarrhea, excessive vomiting they must be out for 24 hours/ the following day before returning to school. In the event of an accident parents/guardians will be contacted immediately and necessary actions will be taken to provide child with proper care.

Ages of Children

The school accepts children from six (6) weeks through fifth grade. We provide after-school care for children up to twelve (12) years of age.

Attendance

Please notify the school before 8:30 a.m. if your child will be absent that day. You are required to pay full tuition for the school to hold a space for your child. If the school is not notified and your child misses ten (10) consecutive days they will be dropped from the enrollment list and you will be responsible for resolving any outstanding accounts immediately.

Attire

Student's ages 3 years old through fifth grade students are required to wear uniforms. Navy bottoms and white or yellow shirts with dark colored shoes.

Withdrawal From School

This school is a wonderful choice for your children; however, not every school is for every child. Listed are reasons a child may be asked to leave the center:

- Failure to pay fees in a timely manner
- Severe behavior problems
- Being disrespectful or discourteous to staff
- Habitual late pick-ups
- Failure to keep child's immunizations current

Parent Visitation in the Center

Parents are welcome to come and observe their children in the JMBC Christian and Academic School at any time during the school day.

We ask that you follow the procedures listed below:

1. Notify the receptionist of your plan to visit upon arrival.
2. Sign your name, etc. in the visitor's log.
2. Wear the visitor's pass given to you by the receptionist.
4. Go to your child's classroom and observe through the window in the hallway. (We ask that you do not enter the classroom or engage the teacher in discussion at this time.) If you wish to speak with your child, ask the teacher to bring your child to the hallway.
5. Please limit your visit to **10 minutes**.
6. If you would like to have a conference with the teacher, please allow the receptionist to help you plan one or two times that will be convenient for you and you will be notified of the meeting time as soon as possible.
7. Please sign out at the end of your visit.

****NO CELL PHONES ARE TO BE USED IN THE BUILDING**

Food

Our menus are prepared in accordance with the Child and Adult Food Care Program and the U.S. Department of Agriculture. We serve breakfast, lunch, and afternoon snack. No food can be brought in. All foods posted on menu must be served to the children unless authorized by a Doctor.

Breakfast	8:45 a.m. - 9:15 a.m.
Lunch	11:30 a.m. - 12:15 p.m.
Snack	2:30 p.m. - 3:15 p.m.

Infants have separate menus that are prepared based on the same guidelines as indicated above. All parents must have a signed infant statement on file.

Clothes

Washable everyday wear is recommended. Two complete changes of clothes should be kept at the school for student's 6 wks- through two years old in your child's backpack in case of accidents. Students 3 years and up are asked to wear uniforms. (Khaki/ Navy pants, yellow or white shirts and black closed toe shoes). Please mark all belongings with your child's name to prevent loss and to insure speedy retrieval in case of misplaced items.

Birthday Parties

You are more than welcome to have your child's birthday party at the school. All parties, food and items for the party must be approved by administrator. All food items must be in it original wrapping. If you plan to have a party in your child's class, please give the office at least a week's notice.

Cancellation of Classes

In case of severe weather, snow storms, etc., the school may be closed. In this case, school closing will be aired on WLTX 19 TV Station & WIS TV Channel 10.

We welcome you and your child to Jehovah Missionary Baptist Church Christian and Academic School. We feel confident that you will be pleased with our facility and the curriculum that has been designed especially for children in every stage of learning.

Our mission is to provide early childhood nurturing and training in a safe, secure, Christian environment while developing the character and respecting the diversity of each child, and preparing him / her to make a smooth transition and compete successfully in advanced learning, thereby, realizing his / her unique potential in a technologically driven society.

We encourage you to work closely with us to ensure that your child grows spiritually, academically, physically, and emotionally in a positive way.

We Welcome You

Mrs. Vernetia F. Duncan, Director

Nondiscrimination Policy

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited basis apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326- W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720 – 5964. USDA is an equal opportunity provider and employer.

Parents and staff shall sign and date an agreement, maintained on file and updated annually, that both parties have read and understand all policies relating to the operation of our facility.

Jehovah Missionary Baptist Church Christian and Academic School

415 Manning Avenue

Sumter, South Carolina 2915

General Information Handbook



Front Desk

(803) 934-0818

Director

(803) 934-1287

AMENDAMENT TO POLICIES

Wednesday, October 19, 2011

Administrative Staff

Dr. Marion H. Newton, *Senior-Pastor*

Mrs. Vernetia F. Duncan , *Director*

Mrs. Ola Budden, CAS *Board Chairperson*

Mrs. Stephanie L. Webster, *Administrative Assistant*

Ms. Cheryl Coleman, *Records Clerk*

Emergency Medical Plan

If there is medical emergency, the Director or Administrative Assistant will be notified. 911 will be called to transport the child to Tuomey Regional Hospital. A designated person will notify family. A staff member will accompany the child and stay with them until family has joined them.

Discipline and Behavior Management Policy

JMBC School has a no Corporal Punishment Policy. Every parent is required to sign a form acknowledging our discipline policy.

Tracking Children

Each classroom is required to track the children in and around the facility at all times. This is done by the teachers using a tracking/attendance form that is kept with her at all times. This procedure done to account for the presences of each child as they enter or exit the premises, classroom, vehicle, playground or any new locations in or around the school.

Evacuation Plan

JMBC School has an up to date written plan for removing children from the building in case of fire, natural disaster, or threatening situations that may pose a health or safety hazard.