



ST. MARK

CHILD DEVELOPMENT CENTER

A Safe Place To Learn And Grow

PARENT HANDBOOK 2024-2025

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A WELCOME FROM OUR PASTOR



Welcome to St. Mark Child Development Center. It is our desire to provide a safe place for your child to learn and to grow. We are built interested spiritual, moral, and academic development. Our talented teachers and wonderful staff are dedicated to giving each individual student the tools needed to be successful in school and life. Your child will be loved and challenged.

We invite you to participate in our seasonal and holiday events. I hope this booklet will assist you in your transition into our family. If you have any questions or concerns, please feel free to contact us by phone or email.

Pastor Chester

**St. Mark Child Development Center
Pastor, Jeremiah Chester**

Administrative Staff

Director Mrs. Essynce Dickerson

Teaching Staff & Classes

Dancing Daisies	18 months – 24 months	Ms. Shawnta Alexander
Terrific TWO-lips (Tulips)	2 years old (K2)	Ms. Devona Caudle
Sunny Sunflowers	3 years old (K3)	Mrs. Doris Scruggs
Popping Poppies	3 years old (K3)	Ms. Benita Gardner
Radiant Rosebuds	4 years old (K4)	Mrs. Shirley Greene

Supporting Staff

Food Manager Ms. Ruby Kent

ST. MARK CHILD DEVELOPMENT CENTER

ABOUT US

I. NAME OF CENTER

St. Mark Child Development Center (SMCDC)

II. SPONSORSHIP/OWNERSHIP

This organization is a Christian, interracial, non-profit, and non-political institution founded by the Saint Mark Baptist Church, Inc. No part of its earnings shall benefit any member or individual.

III. MISSION STATEMENT

Our mission is to encourage all children to learn and grow by providing a foundation of developmentally appropriate, educational experiences which contributes to the positive mental, spiritual, social, cognitive, emotional and physical growth of each child.

IV. VISION

Our vision is to promote life-long learners in an atmosphere of love and concern for each child as an individual in a safe and nurturing environment. Our role as caregivers/teachers is to be a support system to parents by working with them in ways that will help each child become all that God has created him/her to be.

HOURS OF OPERATION

The center is open year-round, Monday through Friday, 7:00 a.m. to 5:00 p.m. The Center will be closed on the following days: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Winter Break, New Year's Eve – New Years Day.

ADMISSION REQUIREMENTS

Before a child may attend SMCDC, the following forms and/or documents must be on file in the office:

- Application for Enrollment (online)
- Preadmission Form
- Identification and Emergency Form
- Permission to Participate in SMCDC Activities and Receive Emergency Medical Care
- Birth Certificate
- Child's Medical Report
- Immunization Card
- Photo Release
- Parent Agreement
- Affidavit

*The registration fee, book fee, and first week's tuition must be paid at the time of enrollment.

AGE REQUIREMENTS

Our daycare program is planned for children ages 18 months through four years old.

PROGRAM INFORMATION

Toddlers

Through exploration, story time, and songs, our Toddler program provides a safe learning environment while helping children to develop to their maximum potential. The Toddler program work out of one workbook: Nursery Arts and Crafts. A daily report is provided that lets you know how your child's day was. It includes feeding information, changing schedule, and items that are needed.

K2

In our K-2 class, our children work out of two workbooks: Child Art for Two's and Learning numbers with Button Bear. Our two-year-old program is designed to stimulate the child's development in the areas of language, creativity, cognitive learning, and emotional, social and physical growth. This gentle nurturing environment encourages creativity and curiosity from each child as they are guided to develop a positive attitude toward learning.

K3

In our K-3 program, our children work out of five workbooks which include: Bible Coloring Sheets, Letters and Sounds, Numbers and Skills with Button Bear, Child Art, and Arts and Crafts with Amber Lamb. The teacher has a daily schedule planned along with weekly lesson plans that offers an in-depth learning experience. Each day, the child experiences creative play, story time, art time, music and movement and language, and concept development activities that will educate. Center time brings lots of fun as the child explores the creative play materials especially designed for three-year olds.

K4

In our K-4 program, we work out of five workbooks which include: Bible Activity Book, ABC-123, Writing with Phonics, Readiness Skills, and Art Projects. The Abeka curriculum promotes good language and listening skills, develops Christian character traits, and develops children's knowledge in a variety of areas. In addition to the Abeka curriculum, our teachers incorporate additional lessons combined with play which further enhance the children's learning experience. Our K-4 class operates on an accelerated schedule and is perfect preparation for budding kindergartners.

*No indoctrination of the Baptist faith will be taught.

TRANSITIONS

At St. Mark CDC, we recognize how important new beginnings are in each child's development and to each child's family. We take great effort to make transitions as special and as smooth as possible for children and families. This is done by slowly integrating children into a new program and by customizing care and communication throughout the transition period.

Initial Transition from Home to Center:

The first transition families experience is from the home to the center. We realize that this can often be a difficult period for families as everyone adjusts to new routines and new people. During the transition from home to center, you will receive general information on the program, a daily schedule (posted), meet with your child's teacher, tour the classroom, and meet the other children in the classroom.

Transitioning to a New Classroom:

As children grow and develop, they need new challenges and social interactions with other children in their peer group. Children will make a transition to the next program based on their age, developmental readiness, and space availability. There is no set formula. This allows for greater flexibility so that each classroom can change to fit the developmental characteristics of the children enrolled.

FAMILY INVOLVEMENT

Family involvement, family satisfaction, and shared decision making about your child's experience are essential to St. Mark CDC. We believe the center forms a caring and learning community in which families, staff, and children can interact and grow. We actively work to support family life and create ways to involve families in our program.

Parent-Staff Communication

1. If parent(s) or guardian(s) wishes to have a conference with any staff member, an appointment must be made at a time that will not disrupt the children's activities. To request a conference please call or message SMCDC to schedule an appointment.
2. If a staff member working with a child notices any changes in his/her behavior pattern, the parent(s) or guardian(s) will be contacted and an appointment will be set up to discuss this change.
3. Parents are expected to write all messages to teachers. Teachers will not accept verbal messages.
4. Parent visitations and conferences are encouraged.

Parent Volunteers

Parent volunteers are encouraged to assist with classroom activities, field trips, and childcare, as approved by the Director. On-the-job training will be provided under the supervision of the administrator/head teacher.

Parent Orientation

Parent Orientation will be held each year prior to the beginning of the SMCDC school year.

Visitors

Parents and guardians are encouraged to visit; however, we ask that you please report to the administrator's office before entering the classroom. If you wish to visit a teacher, please make an appointment.

Open House

An open house will be held during the year. Written notices will be sent announcing the meeting.

Special Celebrations

Parents are welcome to send a special treat to school to share with their children's friends on birthdays or special occasions. For the safety of the children with food allergies we ask that treats are limited to foods that are labeled with the ingredients. Children may bring purchased ice cream, cookies, cupcakes, or birthday cake to be shared with the other children, as long as it meets the approved regulation of the Health Department.

Gifts must not be brought to school. Parents must get all party plans approved in advance by the administrator and/or teacher. No balloons may be brought to the Center and passed out to other children (DHR regulation). Invitations may not be distributed unless for entire class.

HEALTH AND SAFETY

Our Health and Safety is an umbrella for our policies and practices that nurture children and keep them healthy and safe. Staff members undergo a thorough screening and hiring process, including a state-required background check. Staff members who are certified in first aid and CPR certified are present in the center at all times. Routine fire and emergency drills are conducted on a regular basis. In addition, there is an emergency response plan in place.

Emergency Medical Care

In case of medical emergencies, the administrator or assigned designee will take whatever steps necessary to obtain emergency medical care if warranted. Parents are asked to give a signed Emergency Treatment Form for their child while the child is in our care. The following steps will be taken in case of emergency:

1. Every attempt will be made to contact parents or persons on the preadmission form immediately when emergency treatment is being sought.
2. Please provide updated information to the office when any information changes.
3. The SMCDC will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

Food and Nutrition

St. Mark CDC believes that meals and snacks are critical to a child's health and development. They are also an important part of the center's curriculum. Breakfast lunch and snacks are provided by St. Mark CDC. Meals that are provided by the center are carefully planned to provide children with the necessary nutritional content. Every effort is made to ensure that mealtime is enjoyable and of nutritional value for children; therefore, we strongly recommend avoiding foods that are high in fat or sugar in your child's breakfast or lunch. Providing a healthy lunch will ensure your child has the energy and stamina to get the most out of their day and fully participate in all of the fun learning experiences.

*Nut Free Environment

POLICIES AND PROCEDURES

St. Mark CDC views each child as an individual with a unique learning style and way of responding to the world. Given the diversity of the families and the community we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our programs.

Registration

An application must be completed and returned to the office along with the registration fee (where applicable). Upon receipt of the application and fee, your child will be registered based on availability. If current space is not available to meet your needs, your family's name will be placed on a waiting list. We cannot guarantee that a space will be available for your child on the day you desire. Enrollment is based on availability and may be subject to priority enrollment rules of the center. Families may choose to be on the wait list with payment of a single registration fee including tuition (if applicable) When a space becomes available, the center will invite you to visit with your child to discuss the enrollment process. The visit will give your child an opportunity to spend time in his or her classroom and be introduced to the children and staff. During the visit, you will have an opportunity to observe your child in the classroom, meet with the administrative assistant to schedule a start date, and review the enrollment procedure. Registration is required annually

Emergency Closing

If the center must close due to an emergency, we will put a message on Brightwheel. If you have questions before you bring your child to school, please send a message through Brightwheel.

When weather is bad, St. Mark CDC will follow the Madison County School District procedures. Closings due to weather will be noted on the local television channel. Messages will be sent through Brightwheel. Please watch your local television channel for a listing of school closings and delays. If the center must close due to the weather during the center's regular hours of operation, parents will be notified and will need to make arrangements for their child to be picked up. Staff will stay with the children until all children have been picked up.

There is no tuition refund for emergency closings.

General Attendance Policies

Children should not come to St. Mark CDC if they are sick. Please refer to the illness policy section in this handbook for full details about symptoms and illnesses that require children to be excluded from the program. If your child is going to be absent due to illness, please call St. Mark CDC by 9:00 a.m. that morning.

It is also very important that each child be correctly checked in and out on the time clock each day. Please be sure that all adults who come to pick-up your child have their code and use the time clock to ensure that your child's times are logged accurately

Drop-Off and Pick-Up

To ensure each child's safety and to encourage daily communication between families and staff, parents/guardians are responsible for physically checking their child in and out of the center each day. Parents/guardians must accompany each child into the classroom and confirm that their child is under adult supervision before leaving the premises. Families are required to re-enter the center when picking up children at the end of the day. Please note: children must be under direct adult supervision at all times while on the premises and parents or guardians are responsible for children once they are checked out. Children will be released only to parents, legal guardians, or persons whose names are listed on the Child

Release form. The names of those permitted to drop-off/pick up must be specified in writing or a call must be made the office. All visitors will be asked to present a photo ID and sign the Visitor's Log.

Late Drop-Off

Our policies and guidelines are in place to ensure that all children in the center are safe, secure and receive only the highest quality Christian care all while participating in activities that are stimulating and just plain fun! We will accept all children between 7:00 – 8:30 a.m. Children will be permitted with a physician's note between 8:30 a.m. – 11:30 a.m.

Late Pick-Up

Children should be picked up at their scheduled time. Because it can be distressing for a child to be left in the care of others after hours, late pick-up should be considered an unusual occurrence. Please allow enough time to arrive at the center, pick up your child, and leave the center by closing time. We do, however, understand that special circumstances arise. If, in the case of an emergency, you cannot pick up your child on time or send one of your emergency contacts, please notify the center immediately. Children left in our care after hours will be supervised for as long as possible. In the absence of contact from a parent/guardian, we will call all the numbers listed on the Child Release form; please make sure these numbers are up to date. Department of Human Resources will be called if we are unable to reach you or an emergency contact after two hours. A late fee will be charged if a child is picked up after the center's closing time. Please see the fee schedule.

Withdrawal Procedure

Parents may withdraw their child from the program at any time. A two-week written notice is required. Withdrawal and subsequent re-enrollment is subject to space availability and will entail an additional registration fee and contracted rates based on the rate schedule at the time the new contract goes into effect.

Children absent for less than thirty (30) days, or failure to submit a written notice, will be billed at their regular contract rate. The center is unable to guarantee that space will be available for withdrawn children unless full payment is made during their absence. Children who are asked to leave the center due to an outstanding tuition balance will be required to pay all outstanding tuition.

St. Mark Child Development Center reserves the right to dismiss any child who is unable to conform to established rules, displays disruptive behavior consistently, performs aggressive behavior towards others, or whose fees have not been paid.

Tuition

Tuition is due in advance with no deductions for any absences, holidays, illness, or closures due to inclement weather, power outages, or other situations beyond St. Mark Child Development Center's control. If tuition is not paid on the day that it is due, a late fee will be added to the tuition for each day that it is late until it is paid in full. When a payment is delinquent for **one week** childcare may be suspended until the balance is current and your child's space will not be reserved. Tuition is due regardless of a child's absence for any reason, and is required to hold a child's space. When you withdraw your child, you must give a two-week notice prior to withdrawal, in writing, to the office.

TUITION AND FEES

Registration Fee

Registration fee (non-refundable) for each child is \$75.00.

Book Fees

Book fees will be added to each child's account. Pricing will vary from year to year based on the prices given by Abeka. SMCDC does not upcharge for curriculum books.

Graduation Fee

Graduation fee will be added to each child's account. This fee is applied to accounts of K4 students only.

Tuition Schedule

Payments are due, as per your contract, regardless of a child's absence for any reason. These include a child's illness, family illness, vacations, doctor appointments, parent's days off work, etc.

Tuition is due one week in advance and is payable the week before service is rendered. Payment is considered late if not received on the first day of the work week. A late charge of \$20.00 per day will be added, all late fees must be included in payment, the SMCDC has the right to discontinue services.

Acceptable forms of payment:

- Credit/Debit Cards (My Brightwheel)
- Automatic Bank Draft (My Brightwheel)

The weekly tuition fees are as follows:

Toddlers	\$175.00
K2 – K4	\$165.00

Late Pick Up Fee: \$15 the first 5 minutes and \$1 for each additional minute

Supplies

Classroom teachers will provide you with a list of supplies needed.

Payment of Fees and Late Charges

1. All payments will be made via Brightwheel with the exception of the registration fee.
2. A non-refundable registration fee of \$75.00 shall be paid upon admission into the SMCDC.
3. A registration fee of \$75.00 shall be paid upon re-enrollment of your child for each succeeding year.
4. Book fees, etc. shall be paid before admission into the SMCDC. The fee is based on class assignment.

5. There shall be NO REDUCTION in tuition for snow days, holidays, teacher workdays, or a short illness period of one week. Months with holidays, such as November and December, have the same tuition rate.
6. Tuition:
Weekly payment Due: Sunday before the week service is rendered.
 Late: Monday morning
7. There shall be a \$20.00 late charge per day for fees not paid by Monday of each week. Tuition fees will not be accepted, if the late fee is not included in the payment.
8. A penalty of **\$15.00** shall be charged for the first 5 minutes that parents are late picking up their children after **5:00 p.m.** An additional **\$1.00** charge will apply for **every** minute or fraction thereafter.
9. Two weeks notice is required before withdrawing your child from the SMCDC.
10. If your child is removed from the SMCDC and returns during the year, another registration fee will be charged.
11. A child will be dropped from the SMCDC enrollment if his/her account is one week past due.
12. Tax Returns will **not** be given to families with delinquent accounts.

We ask that parents keep all accounts up-to-date.

CHILD ILLNESS POLICY

For the safety of your child and others, we can accept only well children. We are depending on you to help us maintain this policy.

1. Please keep your child home if he/she has a fever. If your child becomes ill at school, you will be notified immediately. A child must be free of fever (99.1-up) and diarrhea (3) in 24 hours before returning to the SMCDC.
2. The DHR requires parents of all children in child development centers to pick up or arrange for another designated person to pick them up when sick.
3. If you have reason to believe that your child has a communicable disease, please keep him or her at home until you have the doctor's assurance that your child is no longer contagious. All communicable diseases should be reported to the SMCDC.
4. All children must have updated immunization records.

Our Child Illness Policy is based upon the standards developed by the American Academy of Pediatrics. St. Mark CDC understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the center is sometimes necessary to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child. It will be necessary to exclude them from the childcare for the following reasons:

- Illness that prevents the child from participating comfortably in program activities.

- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spreading harmful disease to others.
- Fever 101°
- Behavior change or other signs and symptoms such as sore throat, rash, vomiting, diarrhea, lethargy, irritability, constant crying, or difficulty breathing.

Children need to remain home for 24 hours without symptoms before returning to the program. This means that the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day (if a child is sent home on Friday, he/she may return on Monday), unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before returning.

MEDICATION

Every child has an occasional need for medication. We encourage you to discuss with your child's medical provider dosing schedules or once-a-day regimens that can be administered at home.

All medications (including non-prescription acetaminophen and antihistamines, as well as all ointments, lotions, sunscreens, insect repellants, and remedies for diaper-rash) will require a parent's or guardian's signed Authorization for Administration of Medication form

- Non-prescription medication necessary for more than three days will also require a written order from the child's medical provider or nurse practitioner/physician's assistant,
- The current prescription label from the pharmacy with complete information and instructions will suffice as the medical provider's authorization for prescription medication. If the label does not include all necessary information, a signed Authorization for Administration of Medication form will be required from the medical provider.
- Doses will be tracked on an Administration of Medication log; all unused medications will be returned to parents/guardians. We ask that the first dose of any new medication be given at home to note any side effects. Please note that we are unable to administer expired medications of any kind.
- All medication—prescription and nonprescription—must be brought to the center in the original container and labeled with the child's full name, instructions (precise dosage, time to be administered), current date, and name and telephone number of physician, where necessary. Medication spoons and other dosage implements must be provided and be labeled with the child's name (medication cannot be given without this).
- Medication cannot be administered in a child's bottle without specific orders from the child's medical provider.
- All medications must be handed directly to center management. Please do not leave medication—including ointments, lotions, and lip balms—in lunch bags, backpacks, or a child's cubby.

Changes in medication/dosage require a new Authorization for Administration of Medication form and, where pertinent, an updated prescription or note from the child's medical provider.

NAP TIME

In order to maintain consistency from home to the center, and to meet the individual needs of children, quiet time is from 11:45 – 2:00 daily. Babies will sleep according to their own schedule. At St. Mark CDC, infants will be put to sleep on their backs unless parents request otherwise and allowed with notification signed by parents/guardians and a physician. If parents need to pick up their children during nap time, please call the center so that you child will be ready. If at all possible, please try to schedule appointments around nap time.

CLOTHING AND PERSONAL BELONGINGS

Toddlers

Toddlers will need a diaper bag well marked with the child's name, including any necessary personal items. Parents must provide at least 10 disposable diapers for each day. If, for medical reasons, your child cannot use disposable diapers, a written note from the doctor should be given to the director for permission to use cloth diapers. Two extra changes of clothes are required for infants.

K2 – K4

Proper dress is an important part of the St. Mark Child Development experience. Durable clothing that can withstand the energetic activity of young children--digging in dirt, exploring sand, experimenting with water, or painting, among other activities is best. In addition, the following is recommended:

1. Your child should be dressed in suitable, loose, comfortable play clothes for indoor and outdoor wear. Shoes must be appropriate for play. In adjusting to new surroundings and situations, young children are apt to have toileting accidents. For these reasons, a complete change of clothing (clearly marked with the child's name) must be kept at the SMCDC at all times. Children (excluding nursery) must have a sheet and blanket or two sheets to use at rest time. Parents are responsible for taking these items home for laundry on Friday and returning them on Monday.
2. Children 2 1/2 and older will need a tote bag to carry back and forth daily. Artwork, messages, and personal items will be placed in the bags. The bag should be marked with the child's name. Please check your child's bag for daily notes and papers.
3. Parents are strongly encouraged to mark ALL items (clothing, tote bag, books, sheets, etc.). Please mark your child's name clearly. Teachers will do their best to see that none of your child's articles are misplaced.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. Parents are welcome to join us and may be asked to help supervise some of the children. Fees charged are based on the cost of admission and transportation for the events scheduled on the dates that your child is contracted to attend.

PARKING LOT SAFETY

Our parking lot can be a busy place at certain times of the day. Please help us in maintaining a safe environment. We offer the following tips and ask for your cooperation.

- Please hold your child's hand in the parking lot.
- Please make sure your child doesn't run ahead of or behind you upon arrival or during pick-up.
- Please walk your child to their classroom. Let the teacher know you are dropping your child off or picking them up. Help your child with their personal items.
- Please do not leave your car running in the parking lot while unattended.
- Please park in the designated parking areas.
- Please drive slowly in our parking lot.

GRIEVANCE

If a parent has a question, disagreement, or complaint, the first step is to try resolving it with a teacher. Secondly, the administrator should be informed if an agreement has not been reached. Thirdly, if the problem has not been resolved, the parent(s) has a right to petition the SMCDC's board. A parent comment form is available to air grievances or concerns.

GUIDANCE AND DISCIPLINE

Discipline will be used to help children grow, mature and develop self-confidence.

1. Please assure your child that school will be a pleasant experience.
2. Limits or rules will be few and stated so that the children will understand them.
3. The staff will agree on acceptable and unacceptable behavior or on limits set.
4. Expected behavior will be on the child's level.
5. Discipline will be consistent and fair.
6. No corporal/physical punishment will be used.
7. Punishment will not be associated with food, naps or bathroom procedures.
8. Techniques of punishment will not be humiliating, shameful or frightening to the child.
9. Punishment will be related to the misbehavior and will be administered immediately by the worker primarily responsible for the child.
10. No verbal abuse, threats, or derogatory remarks about the child or his/her family will be made.
11. Punishment will consist of withdrawal from group activities, sitting in a chair, and/or withdrawal of privileges.
12. Parents will be notified of any consistent behavioral problems concerning their child.
13. A kind, firm voice will be used.
14. Any serious conflicts, which occur when working with your child, will be discussed with you.

The SMCDC prides itself in Christian instruction, and therefore, encourages all children to maintain good behavior. Discipline is a joint effort on the part of the parents and the SMCDC. Encouraging children to say "thank you, "please," "I'm sorry," and "may I" will assist us in fostering proper etiquette including, how to behave at the table, on play dates, at restaurants, and more.

CHILD ABUSE AND NEGLECT

In the event of suspected child abuse or neglect, the teacher and the administrator are required by law to report the same to the DHR, local chief of police or sheriff.

CHILD CUSTODY

So that all parents/guardians feel equally welcome at the center, St. Mark CDC strives to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, St. Mark CDC's primary concern is the safety of all children and staff at the center. For that reason, the center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

FAMILY BEHAVIOR

If St. Mark CDC has reasonable cause to suspect that any person picking a child up is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child to that person. If this occurs, we will request that another adult (parent/guardian or someone listed on the Child Release form) pick up the child or we will call the police to prevent potential harm to your child. This will be done for the protection of your child.



ADMISSION REQUIREMENTS

Before a child may attend SMCDC, the following forms and/or documents must be on file in the office:

Required Documents for **NEW FAMILIES** – Before a child may attend the following forms must be submitted:

- Completed Application (online: www.stmarkcdc.com – click “Enroll Now”) + \$75 fee
- Preadmission Form
- Birth Certificate
- Child’s Medical Report
- Immunization Card
- Photo Release
- Parent Agreement
- Affidavit

Required Forms for **RETURNING FAMILIES** – The following forms must be submitted annually:

- Completed Application (online: www.stmarkcdc.com – click “Enroll Now”) + \$75 fee
- Preadmission Form
- Child’s Medical Report
- Updated Immunization Card
- Photo Release
- Parent Agreement
- Affidavit

Describe any special needs or instructions below:

Person(s) the child may be released to:

Name	Relationship to child	Address	Telephone number

I understand that the Department of Human Resources does not inspect activities away from the child care facility (home or center). The licensee of the child care facility assumes full responsibility for such activities.

_____ / _____
Signature of parent/guardian Date

I give permission for my child to participate in:

(Circle yes or no and sign each line)

Activities away from the facility:	yes	no	Signature of parent/guardian	Date
Transportation provided by the facility:	yes	no	Signature of parent/guardian	Date
Swimming/wading activities provided by the facility:	yes	no	Signature of parent/guardian	Date

Form not valid without signature of child's parent/guardian in each space indicated above.

 This section is to be completed by the facility's staff.

Child's first day of attendance: _____ Child's withdrawal date: _____

Additional information may be attached.

Form of Affidavit for Parent/Guardian

STATE OF ALABAMA

COUNTY OF MADISON

Before me, a Notary Public in and for said State and County, appeared _____ and is known to me, after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child/children, _____, that affiant has been notified by St. Mark Baptist Church Child Development Center, that said church or school has filed notice and is exempt under law from regulation by the Department of Human Resources.

_____ Parent/Guardian

Sworn, or affirmed to and subscribed before me this _____ day of _____, 20__.

_____ Notary Public

My Commission Expires _____

**Child's Medical Report
Day Care**

Child's Name: _____ **Date of Birth:** _____

Name of Child's Parent or Guardian: _____

Address: _____ **Telephone Number:** _____

In addition to a medical report or medical screening, a Certificate of Immunization (ADPH-F-IMM-50) is required for each child younger than five years of age and for five year olds who are not enrolled in public or private school.

History of Allergies: _____

I examined this child on (date) _____ . I find him/her to be in good physical condition, free of contagious and infectious diseases, and capable of participating in day care activities, except as noted below.

Signature of Physician or Physician's Assistant

Date

Photo Release Form

Student Name _____

Your child may be photographed or recorded throughout the school year. Photos and videos will be posted on your child's Brightwheel account for your personal viewing. We would also like to share some of those photos/videos on our school's website and social media page.

Please check whether you would or would not like your child's photo to appear on the school website or social media page. Please sign and return this form to SMCDC office.

- I give permission for my child's photo and/or video to be posted on the school's website.
- My child's photo and or video may not be posted on the school's website.

Parent Signature _____ Date _____

Parental Agreement/Acknowledgement

- I have read the St. Mark Child Development Center (SMCDC) enrollment application, information sheets, enrollment policy and other supplied policies, and agree to abide by them.
- I certify that I have completed the St. Mark CDC application accurately.
- I understand my financial commitments and the dates that payments are due. I agree to faithfully meet my financial obligations to St. Mark CDC. I understand that my child may be removed if I do not meet my financial obligations to St. Mark CDC.
- I understand that St. Mark's CDC primary goal is to provide safe, loving, educational care for my child. However, I understand that St. Mark CDC may dismiss my child if they discern that they cannot provide the appropriate level of care for my child's best interest.
- I give consent for St. Mark CDC to administer any first aid treatment necessary or be treated by a physician for medical or surgical care should an emergency arise. This includes obtaining emergency transportation. I agree to be responsible for any emergency medical expenses incurred.
- I give permission for St. Mark CDC to administer syrup of Ipecac to my child in accordance with instructions from the Poison Control Center. I understand that St. Mark CDC will make every effort possible to contact me, my spouse, or other responsible party as soon as such action is taken.
- I have read and understand St. Mark CDC medical and sickness policies and will make every effort to comply with these requirements.
- I understand that I may withdraw my child at any time. I will give a two weeks' notice of my withdrawal in writing. All fees must be paid in full prior to disenrollment.
- I understand that St. Mark CDC may choose to dis-enroll my child at any time and for any reason it deems necessary with a two-week notice, or if warranted, immediately.
- I have read and understand St. Mark CDC legal situation policy and fees for when situation do not involve the school directly.
- I have access and have read my SMCDC Parent Handbook containing additional policies and procedures.

Parent Signature _____ **Date** _____

St. Mark Child Development Center operates without discrimination on the basis of race, gender, age, religion, national origin or disability.