



# Second Baptist Child Development Center

## Mission Statement:

- At Second Baptist Child Development Center, the goal is to give your child a quality Christian education in a loving environment. It is our desire to meet the needs of each child spiritually, emotionally, socially and intellectually in order to prepare them for the challenges of tomorrow. We provide a safe and secure environment whereby, the child feels free to take those important steps in learning, which will mold and shape their lives long after they have left our center. Each child is a unique gift from God and we count it a privilege to partner with parents to see that each one receives the foundation they need to achieve success.

## Enrollment Process:

1. **Complete on-line application**, be sure to digitally sign, submit and confirm your signature with the link you receive via email. **NOTE: Your student will not be placed on the enrollment until all forms and payment is received.**

## Payment Due at the Time of Registration

2. **Make your payment on-line on the webpage link.**
  - **\$50.00 non-refundable enrollment fee**
  - **First month tuition:** The first payable month is September. August tuition is not charged. See the enrollment application for your monthly rate.
  - **NOTE: BE SURE TO CHOOSE [click to Pay](#) and [Child Development Payment](#).** You may choose a one time payment or set up a recurring payment online to assure your tuition is paid on time during the school year.

→  
Choose  
One-Time  
or Recurring

→  
Proceed if you are  
setting up recurring  
payments.

→

→

3.

Once a recurring transaction processes and every time it processes in the future, you will receive an email receipt to the address on file for your account.

4. **Download and Print your medical forms and have your physician complete them.** They may be returned by FAX, the number is 417-887-2131, ATT: Michele. The number is also located at the bottom of the forms. If you have a child that will be immunization exempt, please obtain an exemption form at the Health Department and submit within **10 days of registration.**

**\*\*\*\*You will be notified as each item is received, your payment is received and posted and your student is placed on the class roster via an email correspondence.**

### **General Information:**

All students will be graded on **their age on August 1** of the current school year. No exceptions to this guideline will be considered.

- **Children enrolled for three or four year old classes must be completely potty trained in order to participate.**

**Session hours are 9:00 am to 1:00 pm.**

- Please view, download and retain a copy of the calendar to see all dates classes will be offered year round. Classes will follow Springfield School Calendar with these exceptions, **Good Friday will be observed as our entire building will be closed.**
- Summer classes will be offered during June and July and will be posted on the school calendar as the summer calendar is approved. Registration for summer classes will begin mid-April. View your school calendar for a specific date.

### **Tuition:**

Tuition is to be paid on a monthly basis on the **first day of each month**, September thru May. Since you will be paying the September tuition at the time of sign up, your first payment in the fall will be on October 1.

- A payment envelope will be provided for you to return each month with the payment enclosed or a notation the payment has been made on-line. Please complete all of the information listed on the envelope.
- Payments may be made by check or on-line via Secure Pay on the website. You are able to make this a one time payment or set up automatic payments to be paid on the first day of each month. **\*\*If you need help setting up recurring payments, see the above reference to payments and select recurring payment.**
- If you pay on Secure Pay, please return your payment envelope and note you made an online payment each month. The payment envelopes are kept on file to verify your payments.

### **Late Fees:**

- Late payment penalty: **If tuition is not paid by the 5th day of the month, a \$25.00 late fee** will be collected. **If the full tuition and late fee are not paid by the 10th of the month, your student will not be allowed to attend classes until all tuition and fees are paid in full.**
- If you are late picking your child up from class, a late fee will be collected upon pick up and payable directly to your child's teacher as follows, **\$5.00 for every 15 minutes** you are late **beginning at 1:01 pm.**

### **Inclement Weather Policy:**

When Springfield Public Schools are dismissed, we automatically will dismiss, but we could dismiss due to clean up of the parking lot at our facility. **Check our website for dismissals.** If there are any days missed for **inclement weather** or a building issue, we will take the opportunity for all students to have a tuition adjustment or make up days at the end of the school year. This will be announced toward the end of the school year after the possibility of inclement weather is no longer an issue.

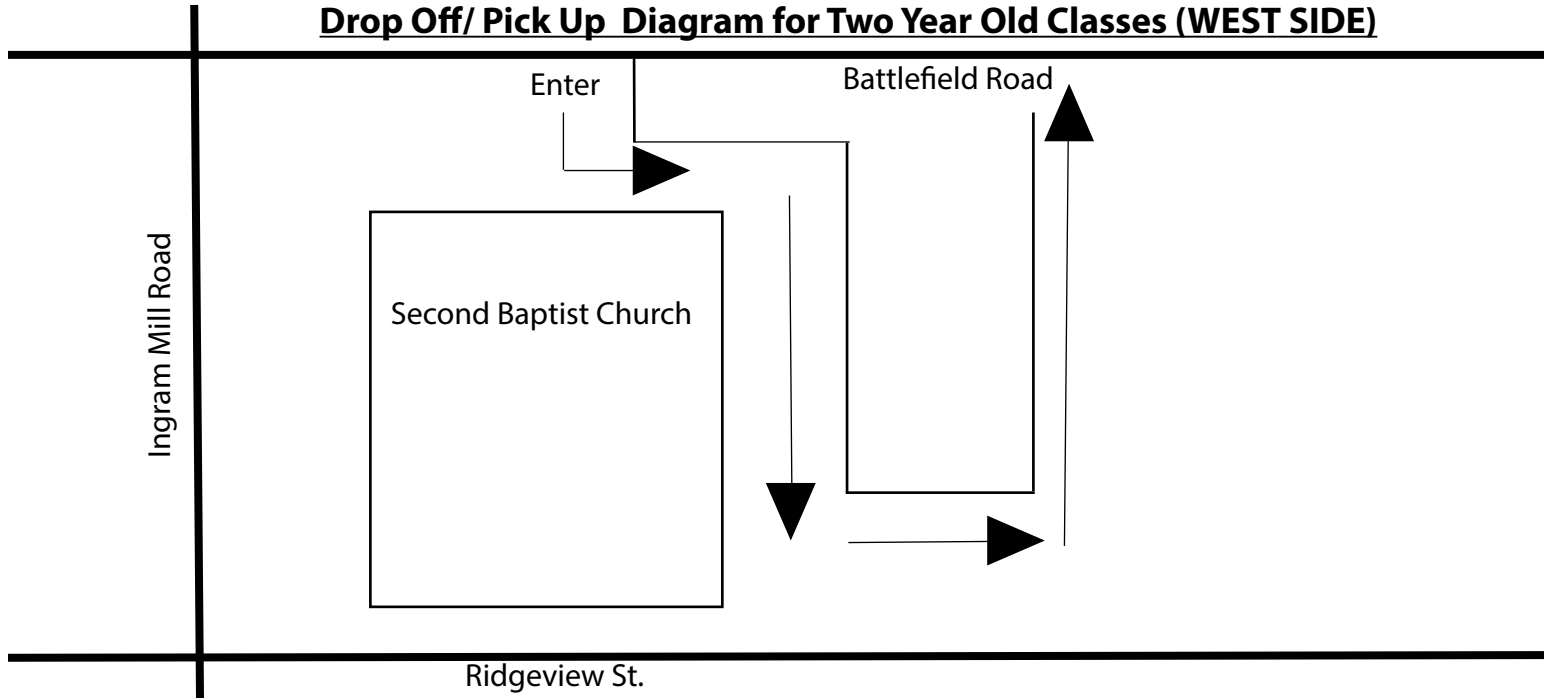
**Please Note:** Due to the inability for all students to trade days when a day is missed, we will no longer allow this practice.

## Drop Off and Pick Up:

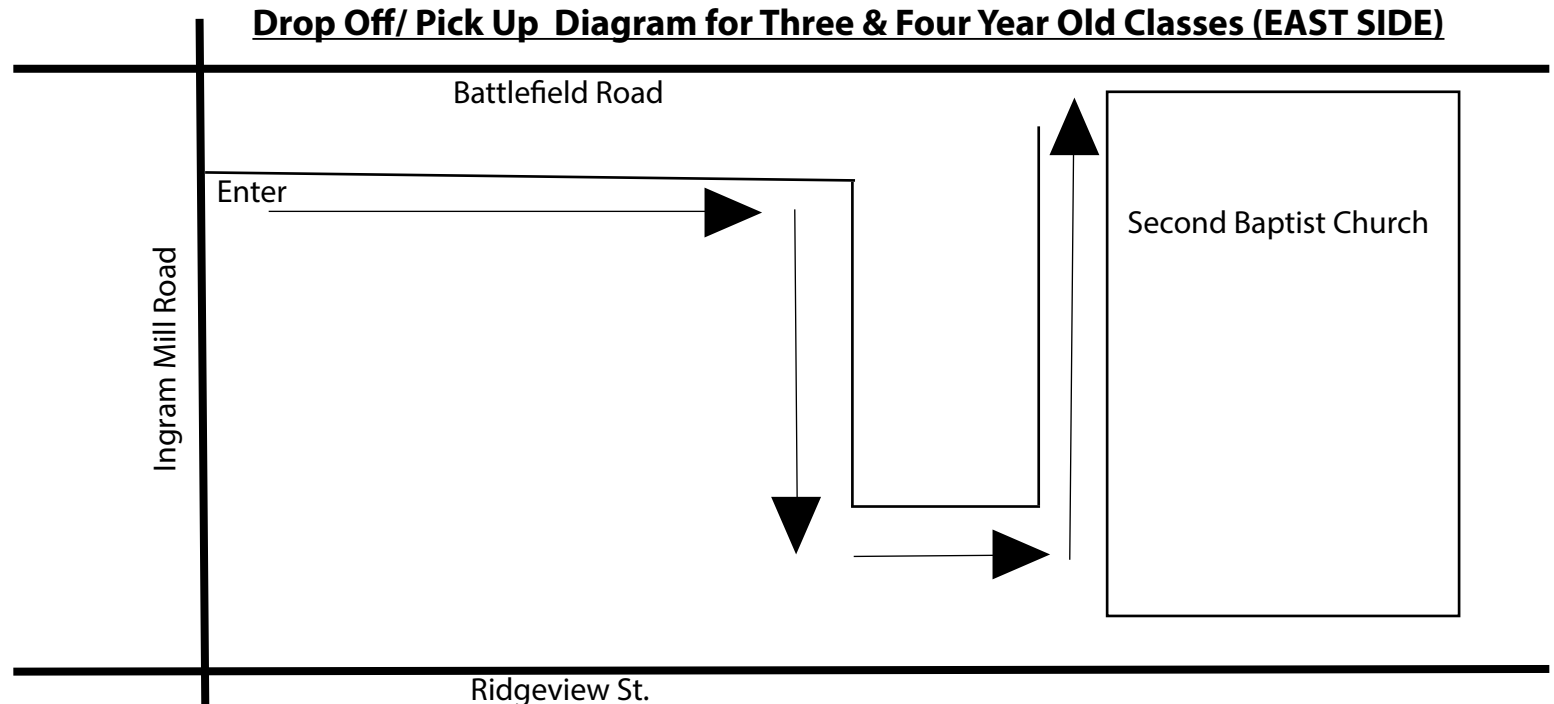
For children **under age two**, you will enter the building at the main entrance and use the secure check-in procedure located in the Tiny Town area.

- Carline will be located on the **west side of the building under the portico for the two year old classes** and the **east side of the building under the portico for three and four year olds**. The line will commence at 8:45 am for dropoff and 12:45 pm for pick up. Please, **hang the center provided cartag from your review mirror** with the name facing outward for teachers to identify the child you will be dropping off or picking up. If you would encounter an emergency that would involve picking your child up late, please note the number located on the back of your cartag (417-450-4171) to notify the center of your emergency situation.

### Drop Off/ Pick Up Diagram for Two Year Old Classes (WEST SIDE)



### Drop Off/ Pick Up Diagram for Three & Four Year Old Classes (EAST SIDE)



## **Lunch:**

Send a sack lunch for your child each day. Please, make sure you send items that do not need to be reheated or refrigerated as the Health Department regulations state, we are **NOT** allowed to do any food preparations, including warming or heating food, due to facility license. If you send cold foods be sure to include a cold pack as you would for elementary school.

## **Birthdays at School:**

Your child may celebrate their birthday at school by bringing a special snack to be shared with their classmates at lunch. We ask that it be something small and easy for teachers to distribute. **No ice cream or large cupcakes.** Invitations for parties held away from the facility may be distributed if they include all students in the classroom.

## **Classroom Parties:**

Classroom parties are conducted per each teacher's preferences.

Some **Three and Four Year Old** classrooms will have the opportunity for parent participation. Look for a sign up sheet in the classroom. To make this a special time for your prechool student, please make other childcare arrangements for siblings.

**Two Year Old classrooms and under** will not include parent volunteers as it is sometimes upsetting for students in this age group to have strangers come into their classroom.

## **Events:**

Be sure to watch the preschool calendar for the scheduling of these extra, fun events. Programming will be based on availability and age appropriate activity level. Check the calendar often as it is subject to change at any time.

- Open House
- Parent / Teacher Conferences
- Class Parties
- Family Event
- Art Show
- Music Program
- Spanish Classes
- Animal Encounters from Dickerson Park Zoo
- Stretch and Grow

## **For Each Child We provide:**

Activities for intellectual stimulation at their level.

Opportunities for maximum social growth.

Assistance in sound emotional development.

Guidance in a Christian environment for basic spiritual development.

- Love
- Acceptance
- Security
- Guidance
- Sense of Trust
- Independence
- Self-Control

## **Every Child Needs:**

Loving care is the best insurance through which a child will develop the security and positive attitude toward themselves needed to succeed in their lifetime. Teachers will team with parents to cultivate growth in independence and self-respect.

## **A Day At School:**

**Centers:** A time for art, dramatic play, writing, reading, puzzles, math, nature, science and blocks.

**Large Group Activities:** Teacher directed lessons, listening to stories, conversation, sharing and singing.

**Table Time:** Projects which promote learning to listen, following directions, writing skills, math skills and enhance small motor skills.

**Music:** One day per week, children will attend music class to sing songs and learn basic rhythms and notes.

**Active Play:** Time for coordination and large muscle development.

## **Learning Activities and Developmental Time:**

- Art Activities
- Math Skills
- Books
- Science Experiments
- Blocks
- Listening to Stories
- Games
- Discussion
- Nature and Science
- Show and Tell
- Music
- Active Play
- Home Living
- Pre-Reading Activities
- Each activity will be geared to age appropriateness with each classroom.

## **Class Objectives:**

### **Infant/Toddler Classes:**

Nurture and encourage milestone development through social interaction and playtime.

### **Two Year Old Classes:**

Developing social skills, learning colors and shapes, recognizing some letters, learning to listen and to follow simple directions.

### **Three Year Old Classes:**

Sharpen social skills, reinforce letter recognition, name recognition, tracing letters, number concepts and introduce problem solving skills.

### **Pre-K Classes:**

Develop the importance of personal responsibility, pre-reading skills, number meaning, sequencing, simple concepts and mature problem solving skills.

## **Learning Objectives:**

It is our goal to teach each objective in a fun, interesting, imaginative manner that encourages children to learn and achieve desired behaviors and responses and to create an environment of fairness, friendship and trust between peers and feelings of love and respect between teacher and student.

## **Spiritual Objectives:**

- The Bible is God's Word
- The Bible is true, God loves each of us, Jesus is God's son
- God wants us to talk to Him by praying
- God hears our prayers and answers them
- The Bible teaches us how to live and make good choices
- God has a plan for each life
- Life application of various Bible stories
- True meaning of Christian holidays

## **6-24 MONTH LEARNING OBJECTIVES**

It is our goal to teach each objective in a fun, interesting, imaginative manner that encourages children to learn and achieve desired behaviors and responses and to create an environment of fairness, friendship and trust between peers and feelings of love and respect between teacher and student.

### **Spiritual Objectives**

- The Bible is God's word
- The Bible is true
- God loves each of us
- Jesus is God's son
- God wants us to talk to Him by praying
- God hears our prayers and answers them
- The Bible teaches us how to live and make good choices
- God has a plan for each life
- Life application of various Bible stories
- True meaning of Christian holidays

### **Social Skills**

- Responds to familiar faces
- Show affection, annoyance, anger and surprise
- Feeds self with fingers
- Plays alone for brief periods of time
- Begins to solve small problems

### **Motor Skills**

- Grasps or turns objects with control
- Transfers objects from one hand to the other
- Cruises around objects / begins to walk and run
- Turns pages in board books
- Stacks two or three objects
- Picks up small objects with thumb and index finger
- Throws small ball
- Begins to scribble
- Straddles and rides a toy without pedals

### **Language Arts**

- Encourage babbling and single syllables
- Responds to simple requests
- Understands 10 frequently used words
- Points to body parts
- Makes eye contact when spoken to
- Recognizes animal sounds
- Briefly looks at pictures in books
- Develops 50 word vocabulary
- Combines words into short sentences
- Develops clear speech

## **NO EXTRA SCHOOL SUPPLIES NEED FOR 6-24 MONTHS**

- **Please, furnish pre-mixed bottles, food, diapers, wipes and sippy cups as needed for your child**
- **Be sure to label all items with your child's name.**

## **2 YEAR LEARNING OBJECTIVES**

It is our goal to teach each objective in a fun, interesting, imaginative manner that encourages children to learn and achieve desired behaviors and responses and to create an environment of fairness, friendship and trust between peers and feelings of love and respect between teacher and student.

### **Spiritual Objectives**

- The Bible is God's Word
- The Bible is true
- God loves each of us
- Jesus is God's son
- God wants us to talk to Him by praying
- God hears our prayers and answers them
- The Bible teaches us how to live and make good choices  
God has a plan for each life
- Life application of various Bible stories
- True meaning of Christian holidays

### **Social Skills**

- Respect authority
- Take responsibility for actions, property and clean-up
- Putting others before self; i.e. let others go first, wait your turn, sharing, be helpful to others
- Develop and show appreciation for other's interests, attempts and accomplishments

### **School Skills**

- Walk in a quiet, straight line, pass out items, take or look at something and pass it on, sit in a free-standing chair, problem solving, peer interaction
- Always attempt a task and ask for help when needed
- All actions have some sort of consequence
- Appropriate manners
- Care of personal needs and hygiene
- Good health habits

### **Motor Skills**

- Provide activities which will enhance development of large motor skills;
- Jump, run, hop on one foot
- Provide activities which will develop fine motor skills using activities such as manipulatives, writing, play dough, cutting , gluing, coloring, painting

### **Academic Objectives**

#### **Phonics**

- Recognize their name
- Recognize some letters of the alphabet
- Trace line from left to right and top to bottom

#### **Math**

- Counting 1-10
- Recognize and place in order number 1-5
- One-to-one correspondence from 1-5
- Count out five objects from a group of objects
- Introduce simple number patterns
- Ordering from smallest to largest, concept of more, fewer or the same
- Match and identify the following shapes: circle, square, triangle, rectangle, oval, star and heart
- Begin to learn the days of the week and seasons

### **Language Arts**

- Listen to and follow verbal directions
- Motivate and facilitate self-expression verbally
- Foster an environment which allows freedom to speak in front of a group of peers
- Develop interest in books and reading
- Discriminate between things that are alike and not alike through one-on-one interaction with child
- Identify what is missing
- Understand concept of position words
- Identify the following colors: red, blue, yellow, orange, green, purple, white, black and pink
- Introduce and encourage use of new vocabulary

### **Science**

- Introduce scientific vocabulary and concepts such as: Freeze/thaw/melt, Life cycle and season changes
- Identify parts of the human body
- Explore items from nature

## **SCHOOL SUPPLY LIST**

- **Backpack (full size, not rolling)**



# **3 YEAR LEARNING OBJECTIVES**

It is our goal to teach each objective in a fun, interesting, imaginative manner that encourages children to learn and achieve desired behaviors and responses and to create an environment of fairness, friendship and trust between peers and feelings of love and respect between teacher and student.

## **Spiritual Objectives**

- The Bible is God's Word
- The Bible is true
- God loves each of us
- Jesus is God's son
- God wants us to talk to Him by praying
- God hears our prayers and answers them
- The Bible teaches us how to live and make good choices
- God has a plan for each life
- Life application of various Bible stories
- True meaning of Christian holidays

## **Social Skills**

- Respect authority
- Take responsibility for actions, property and clean-up
- Putting others before self; i.e. let others go first, wait your turn, sharing, be helpful to others
- Develop and show appreciation for other's interests, attempts and accomplishments

## **School Skills**

- Walk in a quiet, straight line, pass out items, take or look at something and pass it on, sit in a free-standing chair, problem solving, peer interaction
- Always attempt a task and ask for help when needed
- All actions have some sort of consequence
- Appropriate manners
- Care of personal needs and hygiene
- Good health habits

## **Motor Skills**

- Provide activities which will enhance development of large motor skills;
- Jump, run, hop on one foot
- Provide activities which will develop fine motor skills using activities such as manipulatives, writing, play dough, cutting , gluing, coloring, painting

## **Academic Objectives**

### **Phonics**

- Introduce letters of the alphabet
- Trace line from left to right and top to bottom
- Trace letters of the alphabet and write own initials
- Recognize written name among other names

### **Math**

- Counting 1-10
- Recognize and place in order number 1-5
- One-to-one correspondence from 1-10
- Count out five objects from a group of objects
- Introduce simple number patterns
- Sequencing, ordering from smallest to largest, concept of more, fewer or the same
- Identify the following shapes: circle, square, triangle, rectangle, oval, star and heart
- Begin to learn and recite the days of the week, months and seasons.

## **Language Arts**

- Listen to and follow verbal directions
- Motivate and facilitate self-expression verbally
- Foster an environment which allows freedom to speak in front of a group of peers
- Develop interest in books and reading
- Discriminate between things that are alike and not alike through one-on-one interaction with child
- Identify what is missing
- Understand concept of position words
- Identify the following colors: red, blue, yellow, orange, green, purple, white, black and pink

## **Science**

- Introduce scientific vocabulary and concepts such as: Sink/float, Freeze/thaw/melt, Life cycle and season changes
- Identify parts of the human body
- Explore items from nature

## **SCHOOL SUPPLY LIST**

- **Crayola crayons regular size not jumbo - 8 count**
- **3 - Sharpened pencils**
- **1 - Single strip Crayola watercolor paints**
- **1 - 4oz Elmers school glue**
- **4 -Large Glue sticks (Elmers works best)**
- **School Box (Cigar size)**
- **Backpack (full size, not rolling)**

# **4 YEAR LEARNING OBJECTIVES**

It is our goal to teach each objective in a fun, interesting, imaginative manner that encourages children to learn and achieve desired behaviors and responses and to create an environment of fairness, friendship and trust between peers and feelings of love and respect between teacher and student.

## **Spiritual Objectives**

- The Bible is God's Word
- The Bible is true
- God loves each of us
- Jesus is God's son
- God wants us to talk to Him by praying
- God hears our prayers and answers them
- The Bible teaches us how to live and make good choices
- God has a plan for each life
- Life application of various Bible stories
- True meaning of Christian holidays

## **Social Skills**

- Respect authority
- Take responsibility for actions, property and clean-up
- Putting others before self; i.e. let others go first, wait your turn, sharing, be helpful to others
- Develop and show appreciation for other's interests, attempts and accomplishments

## **School Skills**

- Walk in a quiet, straight line, pass out items, take or look at something and pass it on, sit in a free-standing chair, problem solving, peer interaction
- Always attempt a task and ask for help when needed
- All actions have some sort of consequence
- Appropriate manners
- Care of personal needs and hygiene
- Good health habits

## **Motor Skills**

- Provide activities which will enhance development of large motor skills;
- Jump, run, hop on one foot
- Provide activities which will develop fine motor skills using activities such as manipulatives, writing, play dough, cutting, gluing, coloring, painting

## **Academic Objectives**

### **Phonics**

- Recognize and write legibly (using correct position) the alphabet
- Hear and replicate the phonetic sounds of letters, identify those sounds at the beginning of words. Listen for rhyming sounds in words.

### **Math**

- Write numbers 1-10 and counting 1-20
- One-to-one correspondence from 1-10
- Learn to recite days of the week

## **Language Arts**

- Listen to and follow verbal directions
- Understand the concepts of opposites, position words, sequencing and same/different
- Foster an environment which allows freedom to speak in front of a group of peers
- Develop interest in books and reading

## **Science**

- Introduce scientific vocabulary and concepts such as: Sink/float, Freeze/thaw/melt,
- Needs of plants/ animals/ humans, life cycle and season changes

## **SCHOOL SUPPLY LIST**

- **Crayola crayons regular size not jumbo - 8 count**
- **3 - Sharpened pencils**
- **1 - Single strip Crayola watercolor paints**
- **1 - 4oz Elmers school glue**
- **4 -Large Glue sticks (Elmers works best)**
- **School Box (Cigar size)**
- **Backpack (full size, not rolling)**