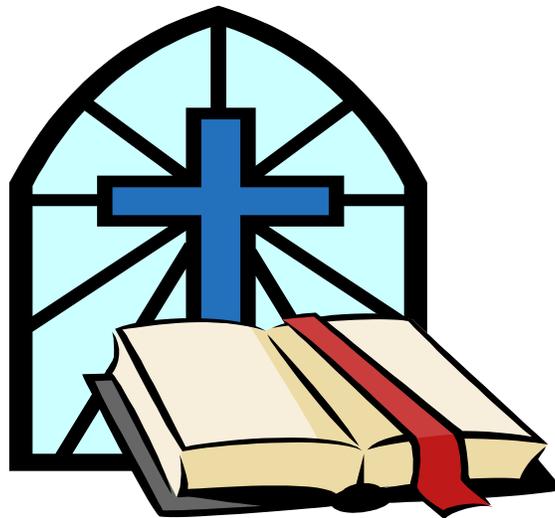




# Enrollment Package



An Excellent Christian-Based Program  
Hours: 24 Hours a Day, 7 Days a Week  
Ages: 30 Months to Grade School  
Vouchers Accepted  
Drop in available  
Summer Camp/Vacation Bible School  
Before and After Care Activities



## WHAT WE STAND FOR

The Sun Christian Child Care Center (TSCCC) is a parochial institution that does not discriminate on the basis of race, color, national or origin in administration of its educational policies, admission policies and other administered programs.

We are licensed by the Maryland State Office of Childcare, and we strive to provide the highest quality of care possible for your children. Our mission is to provide a holistic environment conducive to your child's optimal development – spiritual, cognitive, physical, emotional, and social.

The Sun Christian Child Care was established for the purpose of providing high quality childcare in a safe, nurturing, educational, and family oriented environment. We believe in the scriptural injunction to "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6). It is our goal to individualize the education of every child through the freedom and flexibility of activity time, organized circle activities, emerging curriculum, and "teachable moments".

Our purpose is to provide parents with a Christian-based alternative to existing programs in the area. We are a praying center and school, and we teach our children to worship and praise the Lord.

If you are interested in having your child attend The Sun Christian Child Care, please read our enrollment package, then complete the enclosed forms and return them. We will notify you of our decision, then, if needed, schedule an orientation meeting. Please bring your child/children to the orientation meeting. Thank you.



## STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33),  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),  
His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11),  
His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),  
His Resurrection (John 11:25, 1 Corinthians 15:4),  
His Ascension to the right hand of God (Mark 16:19),  
His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).



## FAMILY VALUES STATEMENT

The Sun Christian Child Care Inc. (aka The Sun), is a ministry of Christ Apostolic Church – Agape Fellowship and exists to demonstrate God’s love for children and parents of this community. We are a Christian ministry that believes in the truth and relevance of the Bible. We also believe in the transformation of lives by teaching our children Christian values, ethics, principles and the word of God.

Our goal at The Sun is to develop leaders of tomorrow by providing children with a solid academic foundation and to bring them up in the knowledge of God so that they can become successful in life and thereby positively affect their communities and the world at large.

We develop relationships with the parents and families of our children so that we can all work together in achieving the goal of The Sun.

- Our goal is that each of our faculty members have a personal relationship with Jesus Christ
- Our Curriculum for children is taught from a Christian perspective and is based on the principles of the Bible
- We honor the parenting roles and child development principles taught in Scripture. Here are the key examples:

*Genesis 1:7. So God created people in his own image; God patterned them after himself; male and female he created them.*

*Deuteronomy 6:6-7: These commandments that I give you today are to be upon hearts. Impress them on your children. Talk about them then when you sit at home and when you walk along the road, when you lie down and when you get up. (NIV)*

At The Sun, each board member, director, administrator and teacher bear witness to personal relationship with Jesus Christ and are committed to serve faithfully to the best of their ability.



We believe that the family as God intended is a partnership between a man and a woman who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.

Whenever possible, we believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their children the truths of God, a love for people, along with the skills and knowledge necessary to equip them for life.



For enrollment you will need the following:

1. Completed Application form and Fees
2. Parent Provider Contract Commitment form
3. ACH or Credit Card authorization form
4. Health Inventory
  - Record of Immunization
  - Physical Examination
  - Lead Test
5. Emergency Form
6. Parent's Guide to Regulated Child Care
7. Photo consent form
8. Birth Certificate - copy
9. Child's Social Security Card - copy
10. Copies of Records transferred from previous centers



## **DISCIPLINE POLICY**

This policy is provided to all parents who enroll children in this center as well as to all staff, substitutes and volunteers who work with and are involved with The Sunshine Christian Child Care Center.

Our facility was established for the purpose of providing high quality childcare in a safe, nurturing, educational, and family oriented environment. The principles behind our discipline policy are:

1. Training up a child in the way he should go, because when he is old, he will not depart from it (Prov 22:6)
2. Delicately bringing up a child and correcting in love, so that the child might succeed in reaching his/her highest potential in life.
3. Discipline is the combined effort of the family and the center staff who must cooperate and maintain good and open communication on matters relating to the children.



## DISCIPLINE PRACTICES

- Children learn by examples. Therefore adults must serve as good role models and must model acceptable behavior by using polite language in mild voices at all times. Adults must develop positive relationships with children by expressing interest in each child and their activities.
- Encouragement and praise is the basis of the discipline policy of the center.
- Staff will ignore inappropriate behavior when the behavior can be tolerated.
- When a child misbehaves, staff will talk with the child quietly to explain why the behavior was wrong. An example of appropriate behavior will be given. Limits will be consistent and firm. The rules will not change from day to day.
- If a child continues to display the inappropriate behavior after all possible behavior management techniques have been exhausted, "Time Out" will be used. TSCCC believes that at times students who have behavior problems need a period of time during which they are separated by some physical space in the room. Physical separation from others may help a child gain control as well as reduce the reinforcement that is gotten from other students. It is not a time to enter into a contest of wills with the child.
- "Time Out" will be used with children who are at least two years and older. If "time out" is not appropriate for the younger child, he will be removed from the situation.
- During "time out", the child will be seated in a chair apart from the group but not out of sight of the staff. The length of time that a child is required to sit in time out depends on his age – 3 years-olds, three minutes, 4 year-olds, four minutes. Staff will explain to the child why he is being required to sit in time out.
- Staff will always make clear to a child that it is the child's behavior that is wrong. No child will be called bad or made to feel bad about them.
- If a child persists in the inappropriate behavior, staff will confer with the Director of the center and parents(s) to discuss a plan of action.



## **DISCIPLINARY PRACTICES NOT USED IN THIS CENTER**

- The licensee, staff, volunteers, substitutes or any other individuals connected with this center will not subject any child to injurious treatment. Corporal punishment or physical discipline will not be used. This includes but is not limited to tapping, slapping, spanking, hitting, or shaking of children.
- A child will not be subjected to verbal abuse, such as shouting, cursing, Shaming, or ridiculing. Discipline methods, which create undue discomfort, will not be used. A child will not be isolated out of sight of staff.
- No child in this center will be forced to eat. No child will be punished for not eating. Meals or snacks will not be withheld as a punishment.
- Vigorous outdoor play is a necessary activity to ensure the health and wellbeing of children. Children will not be deprived of outdoor play as punishment.



## HEALTH POLICY

### **Your child must stay home if he/she:**

1. Is developing a cold or has had a cold less than three (3) days old.
2. Has a sore throat or an earache.
3. Has swollen neck glands.
4. Has a "fresh" runny nose or cough.
5. Has a fever or has had a fever in the past 24 hours
6. Has an unusual rash or sore.
7. Acts sleepy or complains of a headache.
8. Has pink eyes or a flushed face
9. Appears ill to you.
10. Has or has had vomiting or diarrhea in the past 24 hours.

### **The Center Staff has been asked to:**

1. Take every precaution to protect your child from illness.
2. Be alert to pick up signs of illness in your child.
3. Contact you if your child becomes ill, show marked changes in behavior, or has an accident while in the center.
4. If possible, isolate your child if he/she becomes ill until you arrive to take him home.
5. Not to give any prescribed or patent medication to your child unless a written directive comes from the physician to the center. The label on the medicine bottle or a note from the parent is not enough. (This includes aspirin and cough medicine).

Please keep your child at home when he/she is suspected to have a cold, cough, or any communicable disease. A child, who has been away sick for three days or more, must bring a doctor's slip for re-admission. Please do not bring your child sick to the center. The parent of a sick child in the center will be called to pick up the child and this must be done within an hour at the latest.

### **Administration of Medication:**

Parents must fill out a medication form if a child is on medication. Only prescription medication will be administered by medication certified personnel. However, if an over the counter medication needs to be administered, it should have a doctor's prescription. Please ensure you give your child the first dose of the medication at home where applicable. Medication must be properly labeled with child's name, doctor's name, medication schedule, and dosage.



## PERSONAL ITEMS

**Please ensure that children do not bring in personal items / toys to the center since we provide toys for play, and to avoid a mix up and children fighting over those items. Also, all clothing items must be labeled with your child's name. The center will not be liable for unlabeled clothing.**

**Supply List:** Parents are required to provide the following supplies at the beginning of the school year or as needed.

- 1 Black and White Composition Notebook
- Plastic School Box to hold stationery.
- 1 bottle Elmer's glue.
- 2 Glue sticks.
- 1 box of Crayola washable markers (classic colors).
- 1 set of Crayola watercolor paints (classic colors).
- 1 box of Crayola & jumbo crayons (classic colors).
- 8 jumbo pencils (My first pencils)
- 1 pair **rounded** point Frisker scissors
- 1 box of tissue 250ct.
- 1 big bottle of hand sanitizer.
- 1 box of Extra large Zip-lock bags
- Art smock
- Backpack
- Cot sheets, small blanket and pillow. (With a laundry bag to send home)
- Pull-Ups and wipes if needed on a weekly basis
- Disposable bibs.
- Complete labeled set of uniform; shirt (long/short sleeves), pants, socks, and underwear suitable for the season in a labeled zip lock bag.

Please be sure to label all items with a permanent marker with your child's name.

This supply list may be replaced according to the teacher's choice.



## COMMITMENT

**Payment Forms:** Automatic check and credit card debit (Visa, Mastercard, and Discover) is required for payment. Cash, Money order, and check will be accepted for other fees.

**Payment:** Your payment is due bi-weekly in advance on alternate Fridays before the week of childcare. A direct debit form will be completed authorizing biweekly advance debits. Please note that a fee of \$30:00 will be charged if payment is not received within 48 hours.

**Returned Checks (paper/automated) and automatic payments:** A \$25.00 bank fee plus a \$30.00 late fee will be applied to fees paid by check or by automatic debit and returned for any reason. A total charge of \$55.00 will be debited to your account.

**Attendance:** Please note that your normal weekly payment is expected as stated if your child is absent. Cut off time for drop off is 8 am. Please note that disciplinary actions may be required if tardiness persists.

**Termination:** This contract may be terminated by either parent/guardian or Provider by giving two weeks written notice. Failure to give this mandatory Notice means you will be responsible for two week's payment. The provider may terminate without notice if the parent/guardian is late with payments.



## REGISTRATION REQUEST FORM

Child's Name \_\_\_\_\_  
Last Name First Name Middle Name

Social Security Number \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Sex \_\_\_\_\_ Religion \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City County Zip Code

\_\_\_\_\_  
Student lives with: \_\_\_\_\_

Phone Number \_\_\_\_\_

Parent's/Guardians Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Father's Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_



## PARENT PROVIDER CONTRACT

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Initial Deposit: \_\_\_\_\_ Two weeks credited in advance

Registration (Non-refundable): \_\_\_\_\_

Access Key deposit (Refundable): \_\_\_\_\_

Activity & Book Fees: \_\_\_\_\_ due upon entrance and before summer camp.

Total: \_\_\_\_\_

DSS Voucher: \_\_\_\_\_

Co-payment: \_\_\_\_\_ Two weeks credited in advance

Parent is responsible for full payment if voucher is terminated.

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**I have read and understood the policies of The Sunshine Christian Child Care Center. I will strictly adhere to all therein.** As a parent, making application for my child here, I agree to support the principles mentioned in the *Parent Commitment and Family Life Values Statement* and, to the best of my ability, and fulfill my role as the primary teacher and encourager of my child.

Name: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Parent/Guardian)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Director or Official presenting this information)

Please return the entire form **Signed** to the Director, The Sunshine Christian Child Care Center Inc. Don't forget to enclose registration and activity fees with your application.