

**SBC CHILD CARE
CENTER**



Admission Policy

To: ALL PARENTS

From: THE DIRECTOR

Enrollment at Shiloh Baptist Church Child Care Center is open to all children regardless of race, color, sex, sexual orientation, creed, handicap (unless unable to adequately accommodate), national origin, or ancestry.

Parents seeking enrollment for their children will be invited to tour the Center and meet the staff. During the tour, parents will be given information about the Center and all necessary enrollment forms.

Enrollment is considered according to the date on which the application form and registration fee are received. A waiting list is maintained from which vacancies are filled. To be placed on a waiting list, parents need to fill out the application form and submit the \$25 registration fee. **This fee is non-refundable.**

Priority will be given to siblings of children currently enrolled in the program, and families seeking full-time enrollment.

Upon verification of admission, parents will be responsible for completing all necessary forms before their child's first day of attendance. No child will be accepted into the program until all forms have been received.

Upon enrollment, and every six (6) months afterwards, each family must contribute water, non-perishable food items and a full set of clothing for their child, to be stored with the emergency supplies in case of earthquake or other natural disaster or emergencies.