

# Middle River Baptist Church Child Development Center

## Steps to Enrollment

1. **Meet and greet!! Bring your child.** Ask questions, meet the staff, and tour the facility. Your child will visit the classroom to determine if our center is a good fit for you and your child. Enrollment tours are given by appointment only.
2. **Visit our website** to familiarize yourself with our policies, procedures, etc.
3. **Pay the Registration/Waiting List Fee.** This fee is non-refundable. Fill out the **Registration/Waiting List Form** and leave it with office personnel so we have your contact information.
4. **We will call you** approximately two weeks before a space becomes available for your child.
5. **One to two weeks prior to your child's start date:** Download Enrollment Forms from the [Forms and Information/Enrollment Information](#) page of our website or pick up an Enrollment Packet from the office.
6. **One or two days prior to your child's start date:** Come in for your **Orientation Visit**. We will review our policies with you and review your enrollment forms. Bring your child's supplies on this visit. This will allow you to focus on your child and his transition to our care on his first day.

## Contact Information

### *Center Address:*

610 Middle River Road  
Middle River, MD 21220

### *Center Phone:*

410-682-6462

### *Center Web Site:*

[www.middleriverbaptistcdc.org](http://www.middleriverbaptistcdc.org)

### *Center Email:*

[cdc@middleriver.org](mailto:cdc@middleriver.org)

### *Administrative Staff Email:*

Dianna Kifer, Director  
[dianna@middleriver.org](mailto:dianna@middleriver.org)

Chris Bryant, Assistant Director  
[chris@middleriver.org](mailto:chris@middleriver.org)

Stacy Martin, Assistant Director  
[Stacy@middleriver.org](mailto:Stacy@middleriver.org)

### *Church Information:*

#### *Pastor:*

Pr. Keith Corrick, Interim

#### *Church Secretary*

Ms. Carolyn Wagner

#### *Phone:*

410-686-8810

#### *Email:*

[mrbc@middleriver.org](mailto:mrbc@middleriver.org)

#### *Website:*

[www.middleriver.org](http://www.middleriver.org)

We look forward to meeting you and your child!!

# Middle River Baptist Church Child Development Center

## Explanation of Forms

The following forms are available for download from the *Forms and Information* page of our website at <http://www.middlerivercdc.org>:

- 1) **\*A Parent's Guide to Regulated Child Care\*** –Your rights and responsibilities as a parent of a child in child care. Please fill out and return the acknowledgement slip for your child's file.
- 2) **\*Application / Financial Agreement\*** – Please fill in all information.
- 3) **\*Asthma Action Plan\*** – Please complete this form *if your child has asthma*.
- 4) **\*Care Plan for Special Needs\*** – Please complete *if your child has any specific needs*, including dietary needs, allergies, medical needs, instructional needs, or needed alterations to the environment. If your child has an *Individualized Education Plan (IEP)* or an *Individualized Family Services Plan (IFSP)*, please provide the center with a copy so we can coordinate care and education goals.
- 5) **\*Emergency Contact Form\*** –**Please fill in both sides of this form. Side 1:** We **must** have accurate and current contact information in case of emergency. **Side 2:** We refer to this form for food and medication allergies or medical conditions. In the case that your child must be transported to a medical facility for emergency care, this form accompanies your child. You will be required to update this form periodically. A copy of this form accompanies your child's group on field trips.
- 6) **\*Health Inventory\*** – You fill in page 1 & 2 of this four page form. Your child's physician fills in and signs pages 3 & 4.
- 7) **\*Immunization Certificate\*** – This form is filled in by your child's physician.
- 8) **Parent Handbook** – Almost everything you need to know about the center. Please read the Handbook then, sign, date, and return the **\*last page.\***
- 9) **Supply List** - Supplies you may need to bring for your child's first day.

**The following forms and information must be picked up from the office:**

- 1) **Monthly Baby/Toddler Schedule** – This form is to help our teachers and caregivers understand your child's schedule.
- 2) **Closing Schedule** - For your information. This information is also available on every page of our website.
- 3) **Family Orientation Form** – Help us to know you and your child better.
- 4) **Fee Schedule** - For your information.
- 5) **Transportation Permission Form** - Please be sure to pick up the correct form for your child.
  - a) **MRBCCDC Daily Transport Permission Slip** - This is for school-aged children being transported daily by MRBCCDC to Glenmar Elementary, Orem Elementary, and Victory Villa Elementary.
  - b) **Permission Slip for Walkers To and From School** - This is for Middle School children who will be walking to and from school.
  - c) **Baltimore County School Bus Notification Form** - This form is for children who will be pick-up and/or dropped-off by a Baltimore County school bus. This must be set up with the school by the parent.
- 6) **Toddler cot and cup form** –This form is only for children entering the toddler room.

\* Forms marked with an asterisk ***must*** be submitted before your child begins in our care.