



March 2016

Dear Families,

I am thankful you have chosen Community Baptist Christian School to help you with the Christian education of your children. Our goal is to assist you as you seek to bring your children up "in the nurture and admonition of the Lord" (Ephesians 6:4). We are looking forward to the way God is going to bless in this upcoming school year.

Once again we are placing our school handbook online. All parents, and all students who will be going into 7-12th grade are required to read this important document. Inside this handbook you will find the rules for the school, and the reasons we have established these rules. We seek to maintain high standards, not for the sake of spirituality, but for the purpose of giving healthy parameters that hopefully will protect students and promote good character in their lives (I Corinthians 2:15). Although we have attempted to include as much pertinent material in this handbook as possible, it is not possible to cover everything. Other issues that may arise will be handled by the administration according to Biblical principles (James 1:22, Joshua 1:8).

I am especially thankful for the opportunity to be personally involved in CBCS this year. I was involved when the school began, and I want to do everything I can to make CBCS an excellent place to help parents educate their children. If you have questions, please ask. If you have concerns, please let us know so we can address them. We are here to serve all the families that partner with CBCS in the education of their young people. We count it a privilege to work with you and with the students at CBCS.

Thank you again for choosing Community Baptist Christian School. May God bless you and your family. I look forward to working with you this 2016-17 school year.

Carl D. Herbster, Ed.D  
Superintendent  
Community Baptist Christian School

# Community Baptist Christian School

## 2016-2017 K3 and K4 Programs

### Hours

- Half Day: 8:15 a.m. to 11:30 a.m. Monday through Friday
- Full Day: 8:15 a.m. to 3:00 p.m. Monday through Friday
- Extended Care hours are 7:15 a.m. to 8:00 a.m. and from 3:15 p.m. to 5:30 p.m.

We are pleased to extend flexible scheduling including two or three day per week programs for those families who prefer their child to attend on a part-time basis.

### Tuition

	<u>Monthly</u> (10 payments)	<u>Yearly</u>
<b>2-Day Program:</b>		
Half day:	\$119	\$1,190
Full day:	\$211	\$2,110
<b>3-Day Program:</b>		
Half day:	\$156	\$1,560
Full day:	\$59	\$2,592
<b>5-Day Program:</b>		
Half day:	\$211	\$2,110
Full day:	\$374	\$3,740

- The school year is from August 22, 2016 - June 1, 2017.
- Curbside drop-off and pick-up will take place from 8:00 a.m.-8:15 a.m., 11:30 a.m.-11:45 a.m., and 3:00 p.m.-3:15 p.m. at the south church entrance.
- Lunch is provided for full day preschool students. Morning snacks and afternoon snacks are also provided.
- Extended Care hours are from 7:15 a.m.-8:00 a.m. and from 3:15 p.m.-5:30 p.m. The fee for preschool students is \$2.75 per hour.

### Prerequisites

1. Child must turn three by September 1, 2016 and potty trained
2. Completed application accompanied by enrollment fee paid in full - \$60
3. Supply fee paid in full with enrollment or paid with monthly tuition payments - \$180 (Covers books, snacks, special projects, and field trips)
4. A copy of the child's birth certificate and immunization record

### Opportunities

Community Baptist Preschool is a ministry of Community Baptist Church. We invite you to visit our weekly services:

#### Sunday

9:30 a.m. Sunday School  
 10:30 a.m. Morning Worship  
 6:00 p.m. Evening Service

#### Wednesday

7:00 p.m. Expeditions Club (K4 - 6th grade)  
 7:00 p.m. Youth Group (Junior/Senior High)  
 7:00 p.m. Prayer Meeting and Bible Study

## **Mission Statement**

Community Baptist Preschool exists to provide a Christ-centered preschool with a clean, safe, stimulating environment. We partner with parents in the nurturing of their child's physical, mental, social, and spiritual well-being.

## **Admission**

Registration is open to all students who turn three by September 1, 2016 and potty trained.

Parents must agree to abide by preschool policies and philosophy. By its right as a private institution, Community Baptist Preschool reserves the right of setting and maintaining its own standards for student conduct, dress, and philosophy presented at school.

## **Statement of Lifestyle Choices**

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen. 2:24; 19:5; 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; Heb. 13:4; 1 Thess. 4:1-8). We believe that the only legitimate marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23).

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## **Discipline**

Community Baptist Preschool realizes that children need to learn self-discipline and to develop their social and behavioral skills so they can function in group settings. We believe that the consistent standards taught in the Bible are the best, most easily applied set of lifestyle regulations ever assembled. As our Creator, God knows what is best for us individually and collectively. All patterns for behavior begin with the following areas of focus:

- Cooperation – obey immediately, without question. Obey with the right action, attitude, and time. This includes remaining in the seat and raising the hand.
- Communication – speech that edifies others, glorifies God, is truthful, and is kind. No murmuring, grumbling, or complaining.
- Compassion – treat others as Christ would and as I would like to be treated (the “golden rule”).
- Compliance – accepting personal responsibility to follow the expressed and understood expectations of those in authority over me.

Discipline's goal is to get a person to think about his decisions which form his direction and which fix his destiny.

## **Dress Code**

We ask that students dress in a modest, conservative manner that will exemplify Christian values. One should avoid the appearance of evil in dress; therefore clothing that advertises tobacco, alcohol, rock music groups, or inappropriate television or video characters are not acceptable. All students may wear full-length slacks or shorts (weather permitting). Girls may also wear skirts or dresses. Shoes must be designed so as to remain on the feet at all times. Hair should be clean, neatly combed, and cut in a manner that indicates maleness or femaleness as appropriate.

### **Drop Off/Pick-Up**

Students dropped off *before* 8:00 a.m. must push the security button and enter by the school office door. Curbside drop-off and pick-up will take place from 8:00 a.m.-8:15 a.m., 11:30 a.m.-11:45 a.m., and 3:00 p.m.-3:15 p.m. at the south church entrance. Extended care students should be picked up by entering the school office door. If someone other than a parent will be picking up your child, please notify the child's teacher or the school office.

### **Extended Care**

Extended Care hours are from 7:15 a.m.-8:00 a.m. and from 3:15 p.m.-5:30 p.m. Extended Care students should be dropped off and picked up by entering the school office door. The fee for extended care is \$2.75 per hour per student. If a student is not picked up by 5:30 p.m., the parent will be charged an extra \$5 for each 15 minute increment, beginning at 5:30 p.m.

### **Financial Arrangements**

Payments will be accepted by mail or during regular business office hours, Monday through Friday, 8:00 a.m. to 3:30 p.m.

The enrollment fee is due along with the application. The supply fee is due by the first day of school or it may be factored into the monthly payments. Enrollment and supply fees are non-refundable unless your child is denied admission.

### **Monthly Payment Schedule**

Monthly payments are due on the fifth day of the month through May. Monthly notifications will be emailed out around the 20<sup>th</sup> of each month. It is the responsibility of parents to pay their child's tuition each month.

Overdue accounts will be charged a \$10 late fee per payment period. If an account should be delinquent by more than one payment period, arrangements must be made with the school office to bring the account current. If payment is still not received nor arrangements made, the parent will be asked to make full payment of the account balance or remove the child from school.

### **Food Service**

Snacks will be provided during the school day. This service is covered in the supply fee. Lunch will be provided for full day students. A menu is available on the Sycamore Education sight. (This will require a login which you receive from the school). Please inform your child's teacher of any serious food allergies.

### **Illness**

Immunizations must be up-to-date and on file in the school office, for each child.

The health and safety of our students is of utmost importance. If your child becomes ill while at school, you will be contacted by the school office. We request that you immediately make arrangements to have your child picked up to prevent the further spreading of germs. Please notify the office immediately if your child is diagnosed with a communicable disease (pink eye, chickenpox, etc.).

### **Medication**

All medication must be left by the parent in the school office or with the child's teacher. No child should be in possession of any medication at any time at school. All medication must be in its original container (both over-the-counter and prescription).

Medication must be labeled to include:

1. Child's name
2. Name of the medication
3. Directions for administering
  - a. Time – including time of last dosage at home
  - b. Dosage amount

All medication will be dispensed through the office during office hours and will be recorded at the time it is given.

### **Punishment**

Community Baptist Preschool uses “time out” as its form of punishment.

Once a child has received “time out” several times during the course of the day and the “time outs” are not effectively taking care of the behavioral problem, the teacher will contact the parents and work together toward resolving the behavioral problem.

In rare cases, a child may behave in such a way that presents harm to himself or to others. In such situations, it may be necessary to have the child cared for elsewhere. Before Community Baptist Preschool will terminate services for a child, the administrator will speak with the parents about other possible solutions to the problem.

The staff of Community Baptist Preschool is not allowed to: use corporal punishment in any form; berate or humiliate a child verbally; or seclude a child for disciplinary purposes.

### **Security**

For the safety of our students, the school remains locked at all times other than arrival, 8:00 a.m. to 8:15 a.m. When entering the building at times other than arrival, please use the main school entrance and a member of our staff will assist you.

### **School Closings**

The school year runs from August 22, 2016 - June 1, 2017.

Community Baptist Preschool will be closed the following days:

- September 5 Labor Day
- October 6-7 Teachers’ Convention
- November 23-25 Thanksgiving Vacation
- December 19 - January 2 Christmas Vacation
- January 16 Teacher In-service
- February 20 Presidents’ Day
- April 4-8 Spring Vacation
- April 14 Good Friday
- May 29 Memorial Day

If daycare is needed any of the days we are closed, you may contact the school office for references.

If Community Baptist Christian School is closed due to inclement weather or other emergency circumstances, the preschool will also be closed. Closings will be broadcast on WSBT 960 AM and on television stations WNDU 16 and WSBT 22 under the school closing list.

### **Withdrawal/Termination**

A parent may withdraw his child from Community Baptist Preschool by providing written notice to the office at least two weeks prior to the desired date of withdrawal. Failure to do so will result in billing through the end of the month.

If Community Baptist Preschool determines it necessary to end its services for a child, termination will be effective upon the Preschool’s notification of the parents.

Thank you for your consideration concerning these important matters. We want to do our best to provide your child with a positive and successful learning experience.