



The Church of the Open Bible!

**CHRISTIAN SCHOOL
AND
CHILD DEVELOPMENT CENTER**

2018 - 2019

**PRESCHOOL CLASSES FOR AGES 3 AND 4
KINDERGARTEN
ELEMENTARY GRADES**

**4217 ST. MARYS ROAD • COLUMBUS, GEORGIA
706-689-8044**

PARENTS HANDBOOK

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IMPORTANT

Please check your child's book bag (and cubbie box if enrolled in day care) to be sure you see memos and other essential information sent home.

ADMINISTRATION

Pastor/Administrator Dr. Tony R. Dickerson

Principal Beverly Law, D. R. E.

The primary objective of Pinehurst Christian School and Child Development Center is to train the students in the knowledge of God's Word and the Christian way of life, and to give the students an excellent education.

Our desire is to work together with parents in molding the life and character of each child enrolled in our school.

Office Hours

Monday - Friday

8:30 A.M. - 5:00 P.M.

Office Telephone

706-689-8044

Main Day Care Telephone

706-682-3906

Day Care Information for Kindergarten and Elementary Grades (cont'd)

Any child picked up after 6:30 P.M. will incur a late pick up fee of \$15.00 per fifteen minutes or portion thereof, **per child**. **LATE PICK UP FEES MUST BE PAID WITHIN 24 HOURS OF THE TIME THE CHARGE IS INCURRED.**

PLEASE NOTE: If a student is not picked up by the designated time, a staff person will attempt to contact the parents or guardian as soon as possible to notify them that their child is still at school. Parents are responsible for late charges in all cases, even if the staff person is unsuccessful in contacting the parent.

Enrollment and Charges

The School and the Child Development Center operate Monday through Friday during the ten months of the school year and offer a summer program. Everyone is required to pay a registration and insurance fee as well as a books and materials fee based on the child's age. In addition, everyone who is enrolled for the summer is required to pay a summer materials and insurance fee. If a child is enrolled for day care and is in preschool, a rest mat fee is required.

All preschoolers must be completely potty trained.

New students entering elementary grades must pass a required entrance exam before they can be enrolled in our school.

No student will be permitted to skip a grade or school year and be advanced to the next grade level.

Forms

a. All enrollment papers must be completed and returned with appropriate fees before a child's registration is complete. This is necessary for your child's protection and to follow state regulations. Updated registration and information forms must be completed prior to the Fall sessions. These forms include Application for Admission, Authorized Child Pick-up and Emergency Information, Child's Health Record, Emergency Medical Authorization, appropriate Immunization Certificate, and, if applicable, School Physical Form (Vision, Hearing, and Dental), and Birth Certificate.

b. Your child's updated immunization certificate (Form 3231) must be turned in to the office no later than thirty (30) days after the child begins school. **This is a mandatory state requirement.**

c. If it becomes necessary to withdraw your child for any reason, you are required to come to the office and complete a "Withdrawal Form." All fees must be paid in full before a student is withdrawn from school.

d. It is your responsibility to keep your child's records current by notifying the office about any significant changes as they occur (i.e., telephone numbers, work location, emergency contacts, child's physician, child's health status, and immunization records).

Financial Policies

Pinehurst Christian School endeavors to keep low tuition rates for the benefit of each parent. The school receives no federal or state assistance - neither is it endowed nor supported by any other organization.

1. If you are paying your annual tuition in ten monthly payments, the tuition fees are due on the **first (1st) calendar** day of the month. **Partial payments will not be accepted.** All payments must be for the total amount due. A late payment fee of \$40.00 per student is required with all payments received after the **fifth (5th) calendar** day of the month. When the fifth day of the month falls on a Saturday, Sunday, or holiday, the tuition payment may be made the next school day without a late payment fee. **PLEASE DO NOT SEND TUITION PAYMENTS IN YOUR CHILD'S BOOK BAG.**

2. If tuition charges are not paid in full by the **fifteenth (15th) calendar day of the month**, an additional late payment fee of \$50.00 per student is required with the tuition payment. If tuition charges are not paid in full by the **twenty-first (21st) calendar day of the month**, the student will be suspended and not be permitted to attend school until the balance becomes current. If a student becomes suspended, there will be a \$50.00 reinstatement fee each time the student enters suspended status.

3. Tuition **will not** be reduced or prorated for days absent due to illness, vacation, withdrawal from school, or any other reason. Tuition charges are not reduced or prorated for school holidays

4. No school records will be released for any student when there is a balance owing on the student's account.

5. Students will not be permitted to participate in any end of the year activities and programs if his/her account has not been paid in full by the end of the day on **Friday, May 10, 2019.**

Returned Checks

There will be a \$35.00 charge for a returned check, and all applicable late fees must be paid. Payment for a returned check must be in cash, cashier's check, or money order. **If a check is returned for any reason other than bank error, all future payments received must be in cash, cashier's check, or money order.**

Late Pick-up Charge

Parents who pick their children up after the times listed must pay a late fee of \$15.00 per fifteen minutes or portion thereof, per child. Late pick-up charges must be paid within 24 hours of the time the charge is incurred.

Preschool - Late after 12:15 P.M.

Kindergarten and Elementary Grades - Late after 3:15 P.M.

Day Care - Late after 6:30 P.M.

The staff will call legal authorities for children left at the Center one hour after closing time, unless the parents or guardians let us know about an emergency.

Arrival/Departure

Children must be escorted to their classroom or inside the day care building (if they are part of our day care program). A child will not be allowed to leave the school or day care center without being escorted by the parent(s) or person(s) authorized in writing by the parent(s). Children should **never be dropped off in the parking area.**

Parents should go to the door of the classroom to pick up their child, but **should not enter** the classroom while class is in session.

Authorized Persons for Child Pick-up

The registering parent/guardian must authorize, in writing, those persons who are allowed to pick up their child/children. **The school assumes no liability if not properly advised.** Anyone picking up your child should expect to show proper identification (picture I. D.) before the child will be released. The registering parent/guardian must state on the enrollment application who has legal custody and who may pick the child up if the parents are divorced.

Restriction on Child Pick-up

(1) If parents are divorced or separated and one parent is **not allowed** to see or pick up the child, we must have on file, in our office, a certified copy of the court order of Final Judgement.

(2) We reserve the right to refuse the release of children to parents or approved persons if the child's safety is at risk.

(3) Babysitting by any staff member for client's children off the premises, after hours, or for any event not connected to our school or day care is prohibited.

Absences (All Students)

If a child is absent more than one day, the parent should contact the office on the second day of the child's absence and let them know the reason the child is absent and the date of their expected return to school.

Absences (Kindergarten and Elementary Grades)

A student may be excused from school attendance for the following reasons:

- (1) when they are personally ill
- (2) serious illness or death in their immediate family
- (3) doctor or dental appointments

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns to school. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences.

Unexcused absentees will not be able to make up any work unless satisfactory arrangements were made with the teacher before the absence occurred. Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. **Should it be necessary for a student to miss school for personal reasons, the parent should discuss the matter with the teacher several days in advance.**

****A student who is absent 15 days during the school year will be in jeopardy of failure.**

Absences (Kindergarten and Elementary Grades) (cont'd)

****A student arriving to school after 11:45 A.M. will be counted absent for the day. Parent must sign appropriate form.**

****A student leaving school before 11:45 A.M. will be counted absent for the day. Parent must sign appropriate form.**

Tardies

Your child's prompt arrival at school is extremely important. Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. All preschool and kindergarten classes begin at 8:30 A.M. Elementary grades begin at 8:15 A.M. Tardiness is reflected on the report cards of kindergarten and elementary grade students.

PLEASE NOTE: THE DOORS TO THE SCHOOL BUILDING ARE LOCKED SHORTLY AFTER SCHOOL BEGINS EACH DAY. IF YOUR CHILD ARRIVES TO SCHOOL AFTER THE DOORS ARE LOCKED, YOU MUST GO TO THE OFFICE.

Tardies (Kindergarten and Elementary Grades)

If a student acquires an excessive number of tardy days in any grading period, a conference with the parent will be scheduled by the administrative staff. Being late may have an effect on students' grades since some tests are administered shortly after classes begin. A student will not be able to make up work (tests, etc.) missed due to an unexcused tardy.

Withdrawals

All withdrawals from school must go through the office. Students having attended **one day or more** of any month, will owe the full month's tuition and extended care charges.

Disciplinary Procedures (Preschool (K3 and K4), Kindergarten, and Elementary Grades)

Students are expected to have a courteous, respectful, and cooperative attitude toward administrators, teachers, staff, and all students in the school.

Effective classroom discipline is a necessary key ingredient for a good learning environment. Discipline at Pinehurst Christian School is used, not only to achieve this goal, but also to help our students learn self-discipline and good character traits. The teacher is responsible for maintaining appropriate classroom behavior and the students are expected to conduct themselves in a proper manner.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. If the student continues to be uncooperative, the parent will be called to come to school immediately and discipline their child or take the child home for the day. We do not permit the use of physical punishment by our faculty.

As your partner in caring for your child, we must have open communication between the home and the school. It is imperative that parents support school staff and reinforce academic as well as

Disciplinary Procedures (Preschool (K3 and K4), Kindergarten, and Elementary Grades) (cont'd)

disciplinary guidelines. Please notify your child's teacher immediately if your child is experiencing a change in the home environment that may result in behavioral changes at school. The teacher will keep you informed of any behavioral problems which may occur with your child. We will make every effort to resolve any problem that may develop. **We reserve the right to ask you to make other arrangements for your child if uncorrectable behavioral problems continue.**

LEVEL 1 BEHAVIORAL VIOLATIONS

Level I infractions of rules which the teacher is expected to handle include, but are not limited to the following:

1. Horseplay, wrestling, pushing, scuffling, clowning, acting out, kicking.
2. Verbal exchanges, such as arguing or name-calling.
3. Excessive talking.
4. Throwing objects in class.
5. Hall disruptions, such as yelling and running, playing in the restrooms.
6. Possession of items inappropriate for school, such as toys, games, etc.
7. Chewing gum, candy, etc. (unless special permission is given by the teacher).
8. Inappropriate behavior in the lunchroom - loud talking, playing with food, cutting in line, etc.
9. Dress code violations.
10. Being out of class without permission.
11. Refusing to do work.
12. Failure to do homework.
13. Failure to bring proper materials to class such as pencil, paper, book, etc.

LEVEL 1 INTERVENTIONS WHICH MAY BE USED BY THE TEACHER

1. Verbal warning or (writing sentences for older students).
2. Change in student seating, proximity seating.
3. Private conference with student.
4. Time out.
5. Formulation of a behavioral contract between student and teacher.
6. Phone call to parents.
7. Conference with parents and student.
8. Written note to parents.

When behavior becomes severe or continues after appropriate interventions have been tried, referral to the Principal may be made.

LEVEL II MAJOR BEHAVIORAL VIOLATIONS

Level II offenses that are referred to the Principal include, but are not limited to:

1. Continuous disruptive behavior.
2. Embarrassment to school at an off-campus event.
3. Fighting or hitting (exchange of blows) or provoking a fight.
4. Bullying.
5. Providing false information, lying.

Disciplinary Procedures (cont'd)**LEVEL II MAJOR BEHAVIORAL VIOLATIONS (cont'd)**

6. Theft, attempted theft or possession of stolen/lost property.
7. Obscene or inappropriate language, gestures, or acts; profanity, disrespectful/abusive gestures and/or language.
8. Leaving designated area without permission.
9. Willful disobedience - defiance of authority.
10. Cheating

LEVEL II INTERVENTIONS FOR MAJOR INFRACTIONS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Verbal warning.
2. Loss of privileges.
3. Phone call to parents.
4. Letter to parents.
5. Conference with parents.
6. Parents required to sit in class with student.
7. Suspension.
8. Dismissal from Pinehurst Christian School.

Note: If a student cheats on a test, he/she will be given a failing grade (69) for that test and will not be allowed to re-test.

LEVEL III CRITICAL BEHAVIORAL VIOLATIONS

Level III violations that are the most serious misbehaviors may result in suspension or dismissal from Pinehurst Christian School.

1. Possession of dangerous items.
2. Verbal threats or physical assaults toward staff members.
3. Student assault or battery upon a student.
4. Verbal threats (oral or written) of violence.
5. Harassment and sexual harassment.

School Conferences

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent.

If you would like to discuss a matter regarding your child with his/her teacher, please schedule a conference with the teacher at a convenient after-school hour. **Please do not distract teachers from their responsibilities by attempting to have a discussion during class time.**

If you need to talk with a member of the faculty, please call the office between 8:30 A.M. and noon. Your call will be returned as soon as possible after school. We request that parents do not call teachers at their home unless a special request is made by the teacher.

Homework (Elementary Grades)

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons.

1. **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.

2. **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.

3. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. **Parents must sign the homework pad after the student completes their assignment for that day.** Failure to complete homework will affect the student's daily grade.

Report Cards and Progress Reports

Kindergarten and elementary grade students will receive report cards at the end of each quarter. Progress reports will be sent home at the mid-point of each grading period for students who are averaging below a "C" in any subject. The report cards and progress reports are due back the next morning bearing the PARENT'S signature. (It will be necessary to pay a \$2.00 replacement fee for a lost report card.)

If a kindergarten or elementary student fails all of the major subjects (arithmetic, phonics / language, and reading) for the year, the student may be required to repeat that grade level. In some cases, summer school may be required for promotion.

GRADING SCALE

A	Exceptional	100 - 93
B	Above Average	92 - 85
C	Average	84 - 77
D	Below Average	76 - 70
F	Failing	Below 70

Awards Criteria for Kindergarten and Elementary

The following criteria will be used when giving awards at the end of each quarter (nine week grading period).

1. Perfect attendance (kindergarten and elementary)
Zero days absent and no more than three tardies.
2. Outstanding attendance (kindergarten and elementary)
Two or less days absent and no more than five tardies.
3. Principal's list (elementary only)
All A's / may have one B (handwriting grade excluded)
4. Honor roll (elementary only)
A's and B's (handwriting grade excluded)

Elementary students arriving after 8:15 A.M. are tardy and kindergarten students arriving after 8:30 A.M. are tardy.

Evaluation Reports

Preschool (K3 and K4) students will bring home an evaluation report each quarter to let the parents know how they are progressing throughout the school year.

Parent-Teacher Meetings (PTM) (Kindergarten and Elementary Grades)

Parent-Teacher Meetings are scheduled at the end of each grading period (nine weeks). Every parent is requested to attend these meetings for the benefit of his/her child. **IMPORTANT: Children are not to attend the Parent-Teacher Meetings.**

Textbooks

The A Beka Book Curriculum and textbooks, written from a Christian perspective are used. If a textbook is misplaced or damaged, the parent must pay for a replacement.

If a student withdraws from school before the end of the year, they will be given their reading books and other miscellaneous workbooks, etc., that have not been separated by lessons at the beginning of the school term.

Chapel Service

Beginning the first Thursday in August, kindergarten and elementary students will attend a Chapel service every Thursday at 10:00 A.M. Formal Chapel is held on the first Thursday of each month in the Main Auditorium. Regular Chapel Services are held every other Thursday in the Chapel.

Students in K3 and K4 will attend a Chapel service from 8:45 - 9:15 A.M. the last Wednesday of each month beginning in August.

Parents are invited to attend the Chapel service at any time.

Illness

Your child's health is a matter of major importance to us. Please do not bring your child to school if they have a fever or are showing any signs of illness.

School staff will notify you to pick your child up from school if your child becomes ill.

Medication

Before any prescription medication is dispensed to your child, you will complete a written authorization which includes: date, name of child, name of medication, prescription number, dosage, and date and time of day medication is to be given. Medicine is to be in the original container with your child's name marked on it. If your child requires medication during school hours and we do not have a signed authorization, it will be necessary for you to stop by and personally give the medication to him/her. **The school staff does not dispense non-prescription medication.** Further, according to the Application For Admission (page 3) you signed, you agree to save, hold harmless, and indemnify Pinehurst Baptist Church, Inc., its officers, directors, and shareholders and Pinehurst Baptist Church Christian School and Child Development Center from any and all claims you or your child might have for personal injury, and/or death, regarding the dispensing of medication to your child.

Injuries

The staff at our school makes every effort to assure the safety of your child. Unfortunately, accidents may occur. A teacher or supervisor will inform you immediately of any accident involving your child.

We will try to reach you for instructions in case of a serious accidental injury. We will call the person you have authorized to make medical emergency decisions about your child if we cannot reach you. **Please keep these person's names and numbers current.** Your signed emergency medical authorization form will also help us to get prompt medical attention. A representative of the school will stay with your child until your arrival. A child will be transported by automobile, or ambulance if necessary, to the hospital or health care facility indicated on your emergency medical authorization form in the event of a medical emergency. The Midtown Medical Center will be regarded as the school's primary emergency medical treatment center if no facility is shown on your emergency medical authorization. **Payment for any necessary treatment is the responsibility of the parent or guardian. The insurance carried by the school is secondary insurance.**

Food

We do not serve breakfast; however, students in our extended care program may bring a simple breakfast (no preparation required at school) if they arrive no later than 7:30 A.M. **Students may not eat breakfast in the classroom.**

The school provides a morning snack for all preschool and kindergarten children and an afternoon snack for those enrolled in extended care. A nutritious lunch is provided for those enrolled in extended care, kindergarten, and elementary grades. We post the menus for lunch in the school, extended care facilities, and on the school website. **It is absolutely essential that we be told about any food allergies.** Any special requests must be made in writing and submitted to the Principal.

If a kindergarten or elementary grade student chooses to bring a lunch from home, it must be prepared with foods that do not need to be refrigerated or heated. Packed lunches should be nutritious. No carbonated soft drinks allowed.

A lunch count is taken in school before 9:30 A.M. daily. Please call the office (706-689-8044) by 9:15 A.M. if your child is to arrive later than 9:30 A.M.

Toys

Please do not allow your child to bring any toys, games, etc., from home unless the teacher has made a special request for a school project or activity. We will not be responsible for toys, etc., brought to school.

Cell Phones and Electronic Devices

Students are not permitted to bring to school any cell phones, computer games, or other electronic devices that can be used to send text messages, etc.

Clothing and Personal Belongings

Your child will have many opportunities to experience a variety of activities at our School and Child Development Center. Simple, washable clothes will allow your child to participate in playground and art activities with more comfort. Please dress your children appropriately for a Christian atmosphere.

Please be sure to provide your child with suitable clothing for outdoor activities (sweater, jacket, hat, etc.). Shoes should also be proper for outdoor play. Children are not to wear slip on shoes or sandals without a back strap. **Please label all book bags and clothing such as sweaters, jackets, etc. with your child's full name.**

Our School will not be responsible for lost or misplaced apparel (sweaters, jackets, etc.), jewelry, book bags, or any other personal items.

Personal Needs

In the event a child has a wetting accident, and a change of clothes has been provided, the staff will change the child's clothes and send home the wet clothes. If a child does not have a change of clothes, the parent will be contacted to bring a change of clothes to the school.

If a child soils himself, the parent will be called to come to the school and take care of the child.

Dress

The required attire for all students is uniform style clothing. The guidelines are listed below:

GIRLS - **Red** uniform style shirt or turtleneck sweater (short or long sleeves).
Navy blue skirt, skort, or jumper (no more than 2 inches above the knee).
Navy blue slacks (to the ankles) with belt loops.

BOYS - **Red** uniform style shirt or turtleneck sweater (short or long sleeves).
Navy blue slacks with belt loops.

No shorts allowed.

Shirts should have no pictures, symbols, etc., on them and should be tucked in.

All students must wear a combination of red and navy each day.

Socks and Tights should be navy.

Hairbows / Hair Accessories should be navy or red.

(Example of a uniform style shirt)



Guidelines for all Students

Students may not wear slip-on shoes or sandals without a back strap.

Students will not wear clothing imprinted with questionable messages, symbols, or pictures.

Boys must have neat haircuts and are not to wear earrings.

The school administration reserves the right to initiate policies on new fads and changes in style during the school year.

If a student dresses inappropriately, the parent will be advised of the unacceptable attire.

Naptime (Preschool)

Naptime for all preschool children in extended care is after lunch. You are required to purchase a rest mat which has an attached cover to be used on your child's cot and are asked to mark it with the child's name. Parents will be given the mat at the end of each week so that it may be laundered. **If the rest mat is not returned to school, a \$1.00 per day charge (until the mat is returned) will be added to the child's account for that month.**

Fire and Severe Weather Drills

Emergency drills will be held periodically to help the children become familiar with evacuation procedures. This may be very impressive to them the first time they take part in a drill. They will soon become accustomed to it and know just what to do.

Severe Weather Policy

In the event of severe weather, school closing announcements will be made on our school website (www.pinehurstchristianschool.com) or local television stations. **PLEASE NOTE: WE DO NOT FOLLOW THE SCHEDULE OR DECISIONS OF MUSCOGEE COUNTY SCHOOL DISTRICT.**

Parents Observing Classrooms

Parents may schedule a brief visit (10-15 minutes) to the classroom any time after the third week of the new school session. The visit should be scheduled through your child's teacher.

Student Pictures

Individual student pictures are taken early in the school year and in the Spring.

Programs

A kindergarten graduation will take place the end of May in a cap and gown ceremony.

Other preschool and elementary classes will present programs during the school year.

Parties

Class parties are scheduled several times during the school year including the Christmas season, Valentine's Day, the last day of school, and for birthdays if the parent desires. We do not celebrate Halloween, however, class parties are allowed to celebrate the fall harvest season.

1. Birthday Parties (Preschool and Kindergarten only)

No party invitations may be given during class time unless everyone in the class is invited.

(a) If a parent would like to have a birthday party for their child, we request they complete a "Birthday Party Request Form" (available in the office or from the teacher) and return it to the teacher one week prior to the party date.

(b) In the event two birthday parties are scheduled for the same day, it will be handled on a first come-first served basis.

(c) Please keep parties simple. We prefer you only bring cupcakes and juice.

(d) The party refreshments should be eaten during the scheduled class snack time unless circumstances require a later time.

(Elementary Grades)

No party invitations may be given during class time unless everyone in the class is invited.

Parents of elementary grade students may drop off cupcakes or cookies to be served during lunch.

2. Christmas, Valentine's Day, and end of the year parties

(a) Notes are sent home several days prior to the party requesting refreshments from parents.

(b) The party is from 10:30 - 11:30 A.M. for preschool and 1:30 - 2:45 P.M. for kindergarten and elementary grades.

Lunch Charges for Parents

If a parent would like to eat lunch with their child, the parent must advise their child's teacher before 9:30 A.M. so they can be included in the lunch count for that day. The \$3.00 lunch charge must also be submitted to the teacher the day the parent eats lunch.

No Smoking on Premises

To insure a safe, healthy, and smoke free environment, we ask that there is no smoking in our buildings and/or on our grounds. This is in compliance with Bright From the Start rules and regulations. Anyone found smoking will be asked to leave the premises.

Reporting Requirements and Licenses

The school staff will report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services.

Copies of licenses issued by the state, rules by which the Center operates, a communicable disease chart, a statement of parental access, the names of persons in charge, a current weekly lunch and snack menu, and emergency plans for response to severe weather or fire are available in the Center. The annual evaluation report is available upon request. A notice is also posted stating that parents are welcome to visit the Center at any time, but are requested to inform the Principal or the individual in charge at that particular time of their presence.

Admissions Policy

The Pinehurst Baptist Church Christian School and Child Development Center accepts children without discrimination on the basis of political affiliation, religion, race, color, sex, national origin, or age of any child for which the program is designed.

