

# CURTIS BAPTIST PRESCHOOL



## 2023-2024 Student/Parent Handbook

### **Mission Statement**

**To infuse a Biblical worldview in all areas of academics, fine arts,  
and athletics, developing bold and devoted followers of Jesus Christ.**

Preschool Office (706) 396-1006

School Office (706) 828-6624

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1326 Broad Street - Augusta, GA 30901

[curtisbaptistchristianschool.org](http://curtisbaptistchristianschool.org)

## **Advisory**

The school administration will make every effort to avoid changing policies and procedures in this handbook during the course of the school year. Changes will be made if it affects the safety, health and well-being of the students. If changes are required, whenever possible, a two-week transition will take place for discussion, staff/faculty input, and parental notification. Curtis Baptist Preschool recruits and admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

In addition, it does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission's policies, scholarships, loans, fees, waivers, educational programs, and athletic/extracurricular activities.

## **Disclaimer**

The Curtis Baptist Preschool Student/Parent Handbook is meant to serve as a means of communication between the school, the student, and family. It does not constitute an agreement or contract between the student and parent, either expressed or implied. Curtis Baptist Daycare & Preschool is not a static entity, and as such, the handbook may be amended by the Curtis Baptist School Board and/or administration to address concerns and circumstances as they arise.

### School Verse

*"We have not ceased to pray for you and to ask that you be filled with the knowledge of His will in all spiritual wisdom and understanding, so that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God." Colossians 1:9-10*

### Core Values

1. Christ is our focus. We strive to ensure that Christ is always the center of everything we do and teach.
2. We believe that the Bible is the infallible Word of God and is therefore taught as truth.
3. We aspire our professional Christian staff to be committed to growing in Christ, so that we may be role models who are set apart as salt and light.
4. Our goal is to provide a productive learning environment where creativity can flourish.
5. We value consistent assessments and evaluation so that we can give glory to God for our strengths and to ask God to help improve our weakness.
6. We value the responsibility of a Christian child care center to evangelize, nurture, and disciple our students for a life of service to God and society
7. We understand the value of displaying manners in a Christ-like way.

### Code of Conduct

- ❖ **INTEGRITY** – Strive to maintain a lifestyle that is above reproach. A Christian should be honest, moral and trustworthy in all dealings, **seen or unseen**, on or off campus. ~ *Titus 1:8, Proverbs 20:11*
- ❖ **RESPECT** – An attitude that highly esteems those in properly placed authority. Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. God gives us a Biblical command to honor those in authority for our own good. ~ *Hebrews 13:7*
- ❖ **OBEDIENCE** – The outworking of the attitude of respect. We are to obey God and be submissive to those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as he has promised. ~ *Romans 12:1-7*
- ❖ **SELF-DISCIPLINE** – The ability to control one's thoughts and actions. The ultimate goal is to have a life under control – disciplined by the Spirit of God. ~ *2 Timothy 1:7*
- ❖ **GODLY LIVING** – Consists of a lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature. Our standards are found in God's Word, and our desire must be one with God and His holiness. ~ *Galatians 5:16-26, 2 Timothy 2:22*
- ❖ **WISDOM** – Divine understanding based on what is true from God's perspective and doing what is right. Wisdom comes from God and our respect for him. Wisdom may be further developed in our lives when we respond to correction according to the Biblical model. If we do not respond to correction with a teachable spirit, the Bible calls us fools and we are unable to attain wisdom. ~ *Proverbs 1:7*
- ❖ **RESPONSIBILITY** – Being dependable and accountable in all relationships and tasks. We are accountable to each other to love, encourage, confront, comfort, and forgive. Furthermore, initiative, intellectual integrity, and excellence should be the goals of all tasks we attempt. ~ *Galatians 6:1-5*
- ❖ **THANKFULNESS** – In developing an attitude of gratefulness we are to be thankful for everything

God brings into our lives. Knowing that God's dealings in our lives are intended for our own "good" will, foster a lifestyle of gratefulness that will be demonstrated through our attitudes and actions. ~ *Philippians 4:6-7*

- ❖ **SERVICE** – A spirit of humility that focuses on the needs of others without **self-seeking motives**. Christ is our example in living a life that is not self-centered. Christ, the Son of God, is the ultimate servant leader. ~ *Philippians 2:3-11*
- ❖ **ETERNAL VALUES** – Set your minds on things above-not on earthly things. The key is to evaluate our priorities and live our lives each day with the understanding that only what is done for eternity counts. ~ *Colossians 3:2*

### **Statement of Faith**

#### **One God**

We believe there is one God: The Father, the Son, and the Holy Spirit, who subsist in unity and also as three separate distinct Persons.

#### **God**

We believe that there is one, and only one, living and true God. He is the creator of heaven and earth, inexpressively glorious in holiness and worthy of all our honor, confidence and love. We believe that the Godhead externally exists as three persons in one – Father, Son and Holy Spirit – a teaching known as the Trinity.

#### **Jesus Christ Is God's Son**

We believe Jesus Christ is God's Son. He was born of a virgin as both God and man, lived a sinless life, died to atone for the sins of human beings, was buried, arose from the grave, ascended into heaven and will literally return to earth.

#### **The Holy Spirit**

We believe the Holy Spirit is the divine helper, assistant, counselor and instructor and His work is to reveal Christ, to convict of sin, to lead to repentance, to guide believers, to comfort, to strengthen, and to sanctify the soul.

#### **The Bible**

We believe the Bible is God's Holy Word, without error and is the sole authority for life.

#### **Man's Need for God**

We believe human beings are the special creations of God, made in His image. They fell through the sin of the first man, Adam, and all human beings are sinners in need of salvation.

#### **Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

#### **Salvation**

We believe salvation is a gift through repentance toward God and faith in Jesus Christ. Every person who is truly saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die in their sins will spend eternity in hell.

**Baptism**

We believe baptism is by immersion after salvation and is done in obedience to Jesus Christ's command.

**Believer's Access to God**

We believe each believer has direct access to God through the Lord Jesus Christ.

**The Church**

We believe the Church (Curtis Baptist Church) is a local body of baptized believers with the Lord Jesus Christ as the Head.

**Marriage**

We believe marriage means only a legal union between one man and one woman as husband and wife, and that a spouse refers only to a person of the opposite sex who is a husband or a wife.

**Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe marriage means only a legal union between one man and one woman as husband and wife, and that a spouse refers only to a person of the opposite sex who is a husband or a wife.

We believe that the term "marriage" has only one meaning: Marriage is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb 13:4). 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 sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Curtis Baptist School, and to provide a biblical role model to employees, students, families and the community, it is imperative that all persons employed by Curtis Baptist School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Curtis Baptist School.

**Doctrine**

Curtis Baptist School adheres to the doctrine of Curtis Baptist Church as stated in The 2000 Baptist Faith and Message. For full description see Curtis Baptist Church Statement of Doctrine.

### **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Curtis Baptist School's faith, doctrine, practice, policy, and discipline, our church leadership and school leadership are Curtis Baptist School's final interpretive authority on the Bible's meaning and application.

### **Philosophy of Christian Education**

Curtis Baptist Preschool is a ministry of Curtis Baptist Church. It is our desire is to have everything we do honor God and help our students to grow in knowing Him personally. We endeavor for excellence in academics and daily living skills by integrating spiritual principles into every phase of our school life.

Inherent in our philosophy of Christian education is our commitment to provide educators who model Biblical truth, communicate facts, skills, character, and the Christian lifestyle.

Further, the curriculum of our school is taught from a Biblical worldview of truth. The education process is seen as a means used by the Holy Spirit to bring students into a fellowship with God, to help them become strong in the spirit by developing the mind of Christ, and to help students demonstrate Christ-like character qualities to fulfill God's total purpose for their lives, personally and vocationally.

### **Conflict Resolution**

Matthew 18:15-18 makes it clear that conflicts within the body of Christ should be handled on an individual basis. It is interesting to recognize that Christ's teachings regarding conflicts with one another is followed by instructions in forgiveness (*Matthew 18:21-35*). Based on this passage in God's Word, the following should be applied to teacher/parent/student relationships:

- Personal conflicts cannot be avoided in life and should be viewed as a learning opportunity for all involved.
- When a conflict arises, the two parties involved should discuss the issue as soon as possible.
- A third party should only become involved if the conflict cannot be resolved between those in conflict.
- Even if the conflict is never fully resolved, forgiveness must be applied because it is the Biblical example.

All confrontations should have the purpose of resolution. The ultimate goal is restoration, not revenge.

### **Biblical Appeal Guidelines**

The word appeal is defined as: the means used to call upon or **request** consideration from an authority. Many examples are given in Scripture when individuals appealed to those in authority: Nehemiah, Joseph, Esther, Daniel, the Prodigal Son, and even Balaam's donkey. When an appeal is brought forth and handled correctly, it is a blessing to all involved. For parents of students involved in a situation that warrants further review or action, it is prudent to follow these steps to ensure proper resolution:

1. Take your appeal to the Lord first in order to receive His wisdom and gain proper perspective. Keep in mind that the anger of man will not accomplish the righteousness of God (James 1:20).
2. **Speak with the child's teacher first**, using the Matthew 18 principle.

3. If no resolution is reached, schedule a meeting with the teacher and the director while still praying that God's purposes will be revealed throughout the process.
4. If needed, schedule additional meetings with the teacher, director, and head of school, as a way to bring the school's policies and God's perspective more fully into the discussion. Jesus prays for us to be in perfect unity even as He and His Father are One, so that the whole world will recognize the love of God (John 17:21-23). We all are expected to make "every effort to keep the unity in the bond of peace" by being completely humble, gentle, patient, and forbearing (Ephesians. 4:2-3).

### **Accreditation**

Curtis Baptist School is accredited by the Georgia Accrediting Commission (GAC), the Association of Christian Schools International (ACSI), and the Southern Association of Colleges and Schools (SACS). CBS is also an active member of the South Carolina Independent School Association (SCISA). Curtis Baptist Preschool is under ACSI and Bright from the Start Licensing.

### **Admission and Enrollment**

#### **Acceptance**

Curtis Baptist Preschool accepts children in 3K, 4K, and 5K age whose parents are interested in providing a Christian, developmentally-appropriate early learning experience for their child and whose needs can be met in our program. We follow the September 1st cut-off date for all classes.

Curtis Baptist Preschool does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.

If there are no immediate vacancies, a waiting list is maintained for future enrollment spaces. Priority will be given if the family already has a child enrolled in Curtis Baptist School, or are active Curtis Baptist Church members.

#### **Admissions**

Please contact the admission's director **Deb Ulrich at [admissions@curtisbaptist.org](mailto:admissions@curtisbaptist.org)** to ensure there is space available prior to completing an application.

Applications for admission can be found online at [curtisbaptistchristianschool.org](http://curtisbaptistchristianschool.org). Applications and the non-refundable \$50 application fee must be submitted online. Once your application is received, supplemental documentation (required by the state) should be turned in to the daycare office. Each applicant must have the following items completed and on file at the center for enrollment:

1. Completed Online Application/Application Fee
2. Birth Certificate (Copy)
3. GA Form 3231 Immunization Record (must be on a Georgia form)
4. Special Documentation:
  - a. Any court orders granting guardianship/custody, or restricting someone from picking up your child (must be current, certified copy from the court)
  - b. **Allergy Action Plan (Only for Epi-pen or severe allergies)**
  - c. Food restrictions
5. Authorized Pick Up Form; Preschool Director and Teachers need to know authorized pick ups for students in the care of the preschool program.
  - a. Teachers are to initially (first few times) ID those who are on the authorized pick up list to assure the student is safely in the hands of an authorized adult.

6. Signed Handbook Policy Acknowledgement Form
7. Payment of the Annual (non-refundable) Registration Fee

### **Enrollment Schedule**

Our enrollment year runs from August – May.

### **Preschool Summer Program**

- 10 month currently enrolled Preschool Students are available to enroll for June and July.
- Registration fee applies. (non-refundable)
- Sign up for ONLY weeks you need care. (runs 8-9 weeks)
- Spots fill up quickly, we operate on first come first serve.
- Payments and registration form will be required to reserve a spot.
- Weekly tuition due each week by Monday morning.

### **Early Intervention**

Early intervention can be a vital tool in assisting children with possible learning differences. It is during the early years that a trained specialist can assess and assist a child with certain special learning needs. Curtis Baptist Preschool reserves the right to make the request of a parent to arrange for his or her child to be evaluated by either a public or private specialized service. We reserve the right to terminate enrollment if it is determined or the Director believes that our program is not able to meet the needs of a child while providing a quality experience for both the child and other children in the classroom

### **Room Assignments**

Curtis Baptist Preschool follows the Georgia cutoff and our school Policy date of September 1 when grouping classmates. Student's age on September 1<sup>st</sup> of admission year will determine class placement.

Each class is assigned to a primary teacher. After the classes have been assigned and the school year begins, class assignment is considered permanent for the school year. Class advancement for the next school year is based on age, per the September 1<sup>st</sup> cut off, as well as recommendation of teacher and administration. During the summer months, classes may be rearranged or combined depending on enrollment and faculty availability.

### **Mixed Age Rooms**

Due to the room assignments and September 1<sup>st</sup> cut-off, there may be mixed ages within one classroom throughout the school year. For example, a child may turn 3 in October, while another turns 3 in April, but both children are in the same class for an entire school year.

### **Attendance**

Regular school attendance is important to your child's success. It lays the foundation for good work-habits that your child will carry into adulthood. When a student is absent, there are many missed educational opportunities. Written work can be made up but missed instructional time cannot. Instruction, including explanations, demonstrations, discussions, experiments, and group practice, continues whether your child is present or absent. Therefore, try to schedule doctor and dental appointments for after-school hours and take family vacations when school is not in session.

Students may be absent only for specific reasons and/or with approval from school administration.

Curtis Baptist Preschool has established 20 days as maximum absences for the entire school year.

### **Daily Operations**



### **Full Day**

School day begins 8:00 am and ends at 3:00 pm.

Aftercare is an additional fee.

### **Half Day**

School day begins at 8:00 am and ends at 12:00 pm.

- Students enrolled as half day attendees MUST be picked up at 12:00 pm.
- Parents who do not pick up students promptly at 12:00 will be billed for a full day.

### **Perfect Attendance**

Perfect Attendance is given for students who have 0 absences and no more than 3 tardies for the entire school year.

### **Excused Absences**

When **properly documented** (*either parent or doctor note*) the following absences will not be counted toward the limits listed above.

- Student illness – Dr. note for 3 or more days
- Serious illness or death in the immediate family
- Hospitalization
- Quarantine

### **Family Trips**

Family vacations during the school year **require prior approval by the principal** in order for the student to make up work.

Parents/guardians who choose to schedule vacations other than during school closings, must write a letter or email the Preschool Director I at least one week prior to the student's absence. Upon receipt of the email or letter, the student's teachers will be notified and establish reasonable timelines for the make-up of missed assignments and assessments.

### **Absence Procedures**

1. For the safety of our students, parents are asked to call the school office (706-828-6624) prior to 8:00 a.m. if their child will not be attending school that day. Please note that phone call reporting just allows us to account for our students but **does not** excuse the absence. Only absences due to the reasons listed under "Excused Absences" will be excused.
2. Upon **returning** to school following any absence, students **are required to submit a note from their parents or doctor**. Excused absence requests **must be in writing**, NOT by phone or personal conversation with a staff member.
  - a. Preschool parents will submit notes to the office.
  - b. Notes can also be e-mailed to [knieves@curtisbaptist.org](mailto:knieves@curtisbaptist.org)

**Notes need to contain the following (Without this information, a student will be marked as unexcused):**

- The date of the absence
- The specific reason for the absence or tardiness

- The signature of the parent
3. If the child has been absent three or more consecutive school days, a doctor's certificate must be presented before the student will be readmitted to school. A doctor's note may be required by the administration before re-admission in such cases when absences are occurring **too frequently** or when there is a serious illness or disease that endangers other students.
  4. If a student exceeds the cumulative absences allowed for a full year, parent(s) will be contacted by the administration and may be referred to the Student Affairs Committee to determine if the student will be able continue enrollment based on the reasons for the absences.

#### **Make-Up Work Policy**

- Parents of Preschool students may request homework/classwork when a child has been absent due to illness. This request must be made in the office no later than 9:30 a.m. Assignments and books may be picked up in the office after 2:45 p.m.
- Pre-arranged absence assignments, with proper one-week notice, will be given to the student on the last day before leaving for the pre-arranged absence and are due **the first day the student returns**.
- Students will have one day for each day absent to make up the missed work and assessments.

#### **Tardiness**

Lateness to school, for whatever reason, has a negative impact on the classroom atmosphere. One of a parent's major responsibilities is to assure that students arrive at school on time.

**The school day begins promptly at 8:00 a.m.** Students are expected to be in their classrooms by 8:00 am, ready to work when the 8:00 am bell rings. Students arriving after the 8:00 am bell will be marked tardy. Whenever a student is tardy to school, that student must report to the receptionist for a pass to class. Students and parents need to be mindful of the time it takes for a student to walk to class in order to avoid tardiness.

On the 5th unexcused tardy an unexcused absence will be given. It will be marked as an unexcused absence due to excessive tardies and will carry the same penalty as an unexcused absence.

#### **Tardy Policy**

Each student will be allowed three (3) tardies per nine-week period. If a student has more than three unexcused tardies on one **nine-week period**, the following actions will occur:

4 <sup>th</sup> Tardy	Parent notified by the school
7 <sup>th</sup> Tardy	Parent will be notified by administration
10 <sup>th</sup> Tardy	Case is referred to the Student Affairs Committee of the School Board for consideration of tardy contract and/or consequences

#### **Early Dismissal from School**

- Dental and medical appointments should be made outside of school hours.
- Students needing to leave early should notify the Preschool Director and students teacher.
- Parents must follow daily pick up procedures.

### **Before/After Care**

All students who arrive on campus between 6:30 am & 7:45 am must come in to the early morning care teacher. There is a \$5 per day charge for the service. Morning care is located in room assigned by administration. Before Care & After Care rosters are kept for billing purposes.

Students must obtain a Tardy Pass at the office after 8:00 a.m.

Students who have not been picked up in the afternoons by 3:05 p.m. (3K – 5<sup>th</sup> grade) and 3:15 p.m. will be directed to after care and will be charged \$10 per day for service. Parents must then go directly to after care to sign out their child. For the safety of our students, at no time before or after school hours, will students be allowed to roam the hallways or campus unsupervised. If a student cannot follow these guidelines, parents will be asked to make alternate arrangements for their children before and after school.

After care will **not** be available for grades 3K – 12 on days there is no school.

### **Bible Version**

CBS has adopted the New International Version (NIV) to be used in all classrooms.

### **Celebration of Holidays and Birthdays**

Curtis Baptist School chooses to celebrate holidays from a Christian perspective; therefore, we will not recognize Halloween (including use of bats, witches, black cats, etc.) or use Santa Claus, leprechauns or Easter bunnies in parties, classrooms, handouts, bulletin boards, etc.

#### **Birthday /Invitations**

If you wish to bring in a birthday treat, please check with your child's Lead teacher before making plans. You are welcome to bring treats that will be shared with the class at snack time in the afternoon. The teacher will make you aware of any allergies and will give you a head count of children in the classroom. We ask that you highly consider healthy snack/treat options. Your teacher can also make suggestions on what an appropriate snack would be for the class.

Please refrain from bringing balloons and candles for birthday celebrations; they are prohibited. We also ask that you refrain from bringing things containing peanuts and/or honey as we have many students with allergies to these two foods. This will be strictly enforced for the safety of all students.

*If you plan on stopping in to the classroom to help with serving birthday treats, please be mindful of lunch and nap time schedules and keep your visit to no longer than 20-30 minutes.*

Students may bring birthday invitations to school for distribution, provided all members of the class are included. The student should give the invitations to the teacher for distribution. However, under no circumstance should we ever give out a student's personally identifiable information such as: home addresses, phone numbers, or email addresses. It is our policy to protect families from solicitation and unwanted phone calls.

Please do not send in items that are evil, frightening, or contrary to Christian beliefs.

### **Channel of Communication**

If a concern has not been resolved (see "Conflict Resolution"), then it is logical to communicate with someone at the next appropriate level. It is our policy that problems be pursued through the following channels and that each person will ensure that all previous levels have been contacted. The proper channeling of communication should be as follows:

### **For Academic or Other Conflict Concerns**

Teacher

Principal

Head of School

School Board

The school board will only receive communication in writing and only if the appropriate channels of communication stated here were followed.

### **Guidance Counselor**

The guidance counselor provides academic, personal guidance to all students. The counselor meets with administration and the parents of any student when there is an academic or emotional issue that needs to be addressed. The counselor meets to create a graduation plan with the high school students that cover which classes they will be taking each year, what is their intended major in college, and what are their career goals. The counselor meets weekly with students if requested by the parent or teacher to discuss things such as: behavior issues, failing grades, and personal matters when applicable. The counselor provides information regarding Dual Enrollment opportunities to our high school students. The counselor sends out information regarding HOPE and other scholarships, college fairs, college application information, and FASFA information.

### **Chapel**

Chapel is a vital part of the Curtis Baptist Preschool curriculum. Because the spiritual growth of students is so important, consistent chapel attendance cannot be stressed enough. Preschool is typically attends in the morning, once a week.

### **Communication**

Communication between home and school is vital. Please feel free to contact teachers or administrative staff whenever questions arise. If a parent wishes to speak with a teacher, call and leave a message, send in a note with your child, or e-mail the teacher. The teacher will attempt to reply within 24 hours of receiving your message. If you fail to hear from the teacher within 48 hours, please contact the office, and an administrator will assist you.

Our teachers are happy to meet with you to discuss any concerns you may have about your child. We simply request that you make an appointment with the teacher in advance, so that he/she may set aside ample time to address your concerns, without the student present. Teachers are not free to meet with you during the day without an appointment as they are focused on their classes.

When the school needs to communicate with parents/guardians, either e-mailing and/or phoning will be used; it is imperative that all information is kept up-to-date with the school office. CBS also has the ability to communicate information and reminders with mass e-mails and a mass phone calling system to all families or just certain groups (for mass phone calls, the caller ID will appear as 706-828-6624).

### **Changes of Information**

Please complete a Change of Information Form. If you add someone to your authorized pick-up list, please provide us with their address and phone numbers. It is the parents' responsibility to keep all contact information (address, phone numbers, email, pediatrician, allergies, insurance, pick up authorization) current. It is imperative that we have the most up-to-date contact information from parents in the event of illness or emergency.

### **Solicitation**

Curtis Baptist School does not allow the distribution of advertising flyers (sales/business promotion).

Selling personal items in the center is not permitted. Please refrain from placing any kind of advertising in the classroom bins or on the classroom check-in tables. These items will be removed immediately.

### **Closed Campus / Security**

To ensure the safety and security of our students and staff, CBS operates as a closed campus. Entry to school buildings during school hours requires the use of a doorbell or code. Parents are given a code to our Daycare doors to have access to our center. Security personnel monitor the parking lot areas and building throughout the day.

#### **Visitors**

All visitors must be dressed modestly and appropriately. Visitors must sign in with their ID in the office to receive a visitor ID sticker; this MUST be worn while on campus. Parents who leave the preschool area and go to another area of the school are also required to sign in and receive a visitor ID sticker in the preschool office. Staff is instructed to report to the office any visitor seen without a visitor's pass anywhere in the building.

Due to our licensing rules, anyone who comes to visit often or to stay in a classroom for a lengthy period of time may be requested to get a Bright From the Start background check. (ie-therapists)

#### **Cameras**

Cameras are located in classrooms and other areas of the school for security purposes. Recorded images will be reviewed in the event the Preschool has a need to review the images. Recorded information will be stored in a secure location at the school with access by authorized staff only. Information obtained through video monitoring will be used exclusively for safety and security, and will be in compliance with CBS School Board policy.

### **Disasters and Evacuations**

In the event of an emergency or disaster, including vehicular accidents, we ask that parents listen to a local radio or television station, as well as check their phones and e-mails for messages, via our parent emergency notification system (be sure to always keep your contact information updated at the daycare office).

Emergency information about the emergency or disaster and evacuation plans will be provided in this manner, as well as notification of a designated area for parents to pick up their children, if applicable. Keep in mind, CBS will also comply with authorities as the situation dictates, including communication with the media.

Parents will be allowed to pick up their children as soon as every child and staff member is accounted for and as allowed by local and/or state authorities. Parents' cooperation and help during the emergency will make the process more efficient and safer for all involved.

Please note that, in accordance with Curtis Baptist Daycare's Crisis Management Plan, all staff receive extensive training in Evacuation Drill and Lock Down Drill procedures; teachers train students, and these drills are practiced with staff and students monthly during the school year. Such drills are scheduled during a variety of times during the day to ensure that we are prepared for all situations. Tornado and intruder drills are held to prepare the children where to go for their safe area.

For the protection of our students, faculty and staff, evacuation procedures are not shared outside the school.

## Discipline Guidelines

2 Timothy 3:16 gives us a four step process to help produce disciplined children.

- “Teaching” – Communication and incorporation are an important part of discipline. Our teachers communicate to the children the rules of the class so they will know what is expected. They review the rules at group time and at the times the children need to be reminded.
- “Correcting” – There are different techniques that can be used to help correct a child’s behavior. CBDC&P’s first line of defense is to redirect a misbehaving child to a different activity. If he or she continues inappropriate behaviors after a warning, he or she will be asked to leave the group to sit with an independent activity. In extreme situations children may be sent to the office of the Director if their actions and behavior are distracting or are a disruption to the classroom environment.
- “Training” – We recognize that raising children to be disciplined adults is a training process. This means that Timothy 3:16 discipline is on-going as children learn and grow through their stages of development.

At CBS we use a widely effective classroom management technique called, “redirection”. We give students choices within boundaries, but hold to specific guidelines for safety. Any time that consistent undesirable behaviors or language are exhibited in a child, teachers will do their best to communicate with parents via incident reports signed by parents during pick up/drop off (leave with teacher). If behavior continues, the parents will be contacted by administration to establish ways to support the child as a team. Under the discretion of administration, a conference may be conducted with the Preschool Director to establish a plan of action. In the event, a plan cannot be reached, is not supported or is not successful, the child will be withdrawn.

Dismissal of a child from the program at any time for disruptive behavior, actions, or language is at the discretion of the Preschool Director and CBS School Board.

*Registration fees are not refunded under such circumstances.*

### **Profanity is Prohibited**

As a Christian center, we take seriously, our responsibility to provide an appropriate and Christ-like learning experience for all the students in each of our classrooms. It is our school policy that all students, including our preschool students, must refrain from the use of profanity in the classroom and on campus. This is in an effort to provide all our students with a God-honoring environment in which to learn.

Any student who uses profanity in the classroom will have an incident report written up and parents will be informed immediately. After that, any preschool student who continues to use profanity in the classroom or on campus multiple times (3 or more), will be asked to withdraw or be dismissed from the program.

## Dress Code

### **Philosophy**

The standards have been set by the administration and are based upon three characteristics of dress: appropriateness, neatness, and modesty. Students should follow the dress code when attending school functions such as home sporting events. Students and families are expected to abide by the school dress code as described below:

### **Standards for all students**

- Seasonal and comfortable clothing. Jackets when needed. We go outside twice a day when weather permits.
- A child’s play is their work. We do a lot of hard “work” in the center and a perfectly clean and unwrinkled child is a sign of not meeting our goal. Therefore, please send your child in clothes

that they can really “work” in.

- Clothing that is easily managed for the bathroom purposes.
- Girls’ skirts must have bloomers or shorts underneath.
- Closed toe, closed heel shoes or open toed shoes that have a back strap. Shoes must be able to stay on the foot throughout the day.

### **General Appearance**

- All hair should be neat and well groomed. Only natural/ethnic hair colors allowed. Beads are a choking hazard therefore; they are prohibited in hair. The administration reserves the right to address hairstyles that are deemed inappropriate for school.
- Long hair for boys (past the collar of shirt) is not allowed.
- Nail polish is permitted except for black polish.
- Students should not wear jewelry nor teething necklaces (other than pierced earrings) to school.
- Hats and sunglasses are not to be worn inside the building

*\*The administration reserves the right to define appropriate dress and grooming standards.*

### **Potty Training**

**ALL** Preschool Students are REQUIRED to be 100% potty-trained before entering our program.

### **Drop Off and Pick Up Procedures**

#### **Morning Arrival**

Students who arrive early to school will be welcomed into a Before Care classroom until all staff arrives in the morning. Additional fees are required.

#### **Drop-Off**

This can be an anxious time for some children and some parents, too. It is common for some children to experience sadness and crying due to separation from their parents, but most will calm down after a few weeks.

- It is best for our students if parents, sign in, say goodbyes and leave promptly.  
Stop, Drop & Roll! Stop at classroom door, drop a hug, and parents roll out!
- It is less stressful on the child if you make your goodbyes brief and cheerful.
- Check in/out on the ipad kiosk is REQUIRED.

#### **Pick Up/Release of Children**

- Children will be released only to their parents and those their parents have listed on the authorized pick up documentation on file with the school.
- Anyone other than parents, who are not familiar to our staff, will be required to show identification to the teacher at pick up. Information (name/address) must match the information listed on our authorized pick up form.
- Older siblings may not be authorized to pick up a child, unless they are 18 or older.

#### **Adequate Care**

Children enrolled in the program must be able to participate in the normally planned activities for their age group. This includes participation in indoor and outdoor activities, learning activities and social interaction appropriate for their age group. The safety and the welfare of the class will have priority over an individual situation. Curtis Baptist Preschool reserves the right to determine if the program is not able to provide adequate care for the child.

Accident insurance is provided for all students and serves as secondary coverage to the family's primary health insurance. It covers accidents occurring at school and on school trips. Accident forms are available in the school office. **All accidents are to be reported to the office within 24 hours.**

### Field Trips

At various times throughout the school year, Preschool (4K) classes **may** take field trips off campus. Information about each specific trip is sent home via the student prior to the time of the trip. Permission slips must be signed and returned in order for the child to attend.

An adequate number of chaperones are invited on each field trip. All chaperones must be authorized by the administration and must submit permission for a background check. To avoid conflict of interest and to promote an educational tenor to each trip, only a certain number of chaperones may attend any given field trip.

Generally, parents are given the opportunity to serve as a chaperone **no more than once per year**. Parents not selected as chaperones will not be allowed to accompany the students on the trip. **Chaperones may not bring siblings on the trip and need to limit cell phone usage to emergency situations only.**

The students who participate share the cost of a field trip. This includes transportation, entrance fees, food, or other necessary expenses. Refunds will not be issued for non-attendance as we must pre-pay for each student whether or not they attend.

Electronic devices for students are not permitted on field trips.

### Health Services

Curtis Baptist does not have a nurse on staff.

### Health Exams and Immunizations

Parents/Guardians must present evidence that prior to attending school, students have been immunized against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles (Rosella and Rubella), Hepatitis B, Mumps, Varicella, Meningitis, Haemophilus influenza (Hib), Pneumonia and influenza, as applicable by age/grade.

Immunizations and Birth Certificates are required before starting in our program.

For medical or religious reasons, exceptions to this policy will be granted only as provided by state law. In such cases, a Religious Affidavit will be submitted to the Director. Any student failing to comply with any part of this policy will be excluded from school.

### Illness Policy

CBDC&P is unable to care for children who are ill. Students may not remain at school if they have a temperature of 100.4 degrees or higher. In addition, the following are other symptoms that require a child to be sent home:

1. 100.4 degree or higher temperature/fever



2. Two or more bowel movements in an hour or more than three in a day that is atypical for the child indicating the possibility of infectious diarrhea.
3. Red and oozing eyes indicating the possibility of infectious pink eye.
4. Very sore throat as indicated by refusal of food or drink, suggesting the possibility of a streptococcal infection.
5. Listless, lethargic behavior, lack of appetite, refusal to eat or drink, irritability, or clearly unusual behavior for the child that persists over a time indicating the likelihood of oncoming illness.
6. Vomiting
7. Any combination of the symptoms listed above
8. Untreated body or head lice – (must have note from Dr. of treatment and no live lice seen during inspection upon return)

The child must be picked up within the hour. A doctor's note stating that your child is not contagious will be required for your child to be remitted into the center. Students must be fever free (100.4 or higher) for 24 hours without the aid of fever reducing medication in order to return to school. Your child also must be free of vomiting and diarrhea for 24 hours with a doctor's note stating they are not contagious before returning to the center.

For the following symptoms, you may be notified, but not required to take your child home immediately:

1. A temperature of 99 degrees with no other symptoms
2. Runny nose with colored discharge with no other symptoms
3. Mild cough with no other symptoms

Children cannot be kept in their classroom while their class is outside on the playground. If a child is too sick to go outside, he/she should be kept home from school.

**Parents MUST call or email the center upon doctor's diagnosis of a contagious illness so that we can inform our families.** This is done to give parents as much advance warning as possible to plan alternate care arrangements for possible ill children. Names of ill children are not made public. Only the type of illness and related information are shared with other parents on signs outside the classroom and entrance doors.

### **Medication**

Only prescriptions or medications that have a doctor's note may be administered at the facility. This includes fever/pain reducing medications. Our Medication procedures are as follows:

Parental Authorization: Except for first aid or as authorized under Georgia law, staff cannot dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician. Drop off in daycare office and fill out a medical form with the date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent. (See below: forms only good for 2 weeks at a time)

Dispensing Medication: Written authorization to dispense medications shall be limited to two (2) weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law.

\*Medications must be properly labeled.

\*Medication must be taken home when no longer being given or has expired.

\*We ask that parents provide any original dosing cup/dropper/syringe must accompany medication.

\*Medications for allergies (epi-pens, Benadryl, etc.) may be kept at the center with a detailed doctor's note stating when the medication must be given.

*Teachers are not allowed to apply sunscreen, lotion or bug spray as they are considered to be a type of medication. If needed, the parent will apply these prior to school.*

### **Accidents**

All accidents at the center are required to be reported on an Accident Report form. This form is completed by the staff member who witnessed the accident. The form will be located in the child's folder for the parent's signature at pick up. The report will detail the accident, what first aid was rendered and any notable visible signs. For non-medical emergencies, most accidents can be treated by washing with soap and water, dabbed with an antiseptic solution, and covered with an adhesive bandage. If the accident looks like it will leave a substantial mark, need further treatment, or is perceived to be serious, the daycare will contact the parent promptly.

### **Medical Emergency Plan**

In a serious or life-threatening emergency, the Director/Administrator will contact 911. They will then contact the parent to either come to the school or go directly to the hospital. If a child is taken to the hospital via ambulance, a designated staff member will accompany the child to the hospital until the parents arrive.

### **Head Lice**

Head lice is no reflection in any way upon a person's personal hygiene or cleanliness. However, when a student has been found with lice in the school, they must be picked up from school and properly treated (shampooed with a specifically designed lice shampoo). All parents will be notified of a head lice incident in the school so other students can be checked as a precaution. No names or any other information will be disclosed. A designated person will check other students in that age range for infestation. That designated person will check infested students upon re-entry to school and again 7-10 days later. Students may return to school after treatment, with documentation of treatment, and active lice are not present.

### **Change in Contact Information:**

Parents that move during the school year, change employment, or change a phone number must communicate these changes with the office staff. We must have current contact information on file at all times in the event of an emergency.

### **Lost and Found**

All jackets, shoes, coats, and any other personal items **MUST** be **labeled** to identify the owner and to return any lost items. If you should lose an item, please contact the school office and leave a detailed description of the article that has been misplaced. Lost articles are kept for a designated time; after that time, all items are donated to charity. The church and school assume no responsibility for the loss or theft of valuables.

### **Nap Time**

All children under first grade will take some form of nap/rest during the course of the day. This is required by state licensing. After a busy day, preschoolers need this time. Your child may bring a blanket to sleep with during this time. Nap cots and sheets are provided by the center. Please do not send a "special" blanket or

toy/stuffed animal to school. As much as we try to prevent it, items can be misplaced or go home with another child. We do not want your family to have a sleepless night over a lost item.

### **Parking**

Curtis Baptist Preschool entrance is the right-most entrance next to the playground. Please feel free to use the five-minute parking spaces along the playground fence. No Parking Zones are reserved for emergency vehicles only, so please refrain from parking in them. It is not permissible to leave children unattended in your vehicle, or to leave your car running during drop off.

### **School Emergency Closings**

If for any reason it becomes necessary to close school on short notice, parents will be given details by way of the school Web site, the media listed below, and/or a personal phone call. **We normally follow Richmond County closings for snow, ice, flood, disasters, etc.** Watch local television stations for information and directions. Area radio stations will also be contacted with closure information. *We will NOT be following Richmond County closings due to COVID.*

If the weather turns inclement, we ask that our families be considerate to pick up their children as soon as possible so our staff can get home safely. No tuition credit is given for days closed due to weather closings. In the event we are able to notify parents of a situation or closing, we will send out emails and text messages. It is very important to make sure your email and phones numbers on file with the office are up to date and accurate. Listed below are the radio stations and television channels that will have closure information for Curtis.

#### **Radio Stations/TV Channels**

WAFJ - 88.3 FM

WRDW – Channel 12

WAGT – Channel 26 ~ NBC Augusta

WJBF – Channel 6

### **Snacks & Lunch**

Menus are posted on the bulletin board at the entrance to the center. A hot, lunch is offered to be purchased. Students are allowed to bring a lunch from home. We heavily encourage lunches from home would be a well-balanced meal.

All food allergies **must** be brought to our attention in writing. Food items for substitutions must be provided by the parent on a day to day basis.

### **Breakfast**

Breakfast is not provided. We do allow our families to bring breakfast into the center for students who are dropped off in early care before 7:45 am. All breakfast must be completed by 7:45 am. In order to start the daily activities in the classroom, we must have a cut off time for breakfast. Any food not consumed will be thrown away. We cannot keep food in the classroom for later consumption.

### **Suspected Child Abuse**

Suspected incidents of child abuse, neglect, or deprivation shall be reported to the local County Department of Family and Children Services, in accordance with state law.

### **Additional Information**

Parents are reminded that smoking, pets, and profanity, are not permitted in the center, nor on the grounds. We thank you for your cooperation.



2023/2024

## Curtis Baptist School - Parental Cooperation Agreement

Curtis Baptist School endeavors to provide an environment which infuses Biblical truth with spiritual growth in the development of young people. Our standard of conduct is based on the following Biblical principles:

- All student and school activities must be subordinate to the glory of God in conjunction with school policy. (Colossians 3:23)
- All students are expected to avoid all practices that would tarnish the testimony of themselves, their church, parents, or Curtis Baptist School. (I Thessalonians 5:21-23)
- Each student should maintain Christian standards in courtesy, kindness, morality, and honesty. (Ephesians 4:24-31)
- Students should abide by these standards throughout their enrollment whether at home, school, or in the community. (Philippians 4:8)

Students are not permitted to use alcohol, tobacco, illegal drugs, and/or participate in immoral behavior. Students found to violate any of these actions will be subject to disciplinary action by the Administration and/or Student Affairs Committee.

**2023-2024:** As a parent or guardian, I understand that attendance at Curtis Baptist School is a privilege. By enrolling my child(ren) in CBS, I agree to abide by the Biblical standards set forth. I also agree to be supportive and encouraging when dealing with situations and will deal with them in a Biblical manner as laid out in Scripture.

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Father/Guardian Name (please print)

Signature

Date

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Mother/Guardian Name (please print)

Signature

Date

Names of Students Attending:

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# 2023-2024 Curtis Baptist School- Preschool

## Handbook SIGNATURE PAGE

Please initial each statement below, acknowledging your understanding and agreement to abide in these school policies. Each parent is accountable for **all** policies in the handbook.

1. I understand that yearly registration fees are non-refundable.
2. I understand that my child must be 100% potty-trained.
3. I understand the Illness policy and symptoms that require my child to be sent home. I also understand that my child may not return until he/she is symptom free without the aid of medication for 24 hours, as per the policy in this handbook.
4. I understand that class placement is based on September 1<sup>st</sup> cut-off and that placement is for the full school year (August -July).
5. I understand that class advancement (moving from age group to age group) is based on the Sept. 1<sup>st</sup> cut off as well as the recommendation of Lead teachers and administration. Therefore, there will be mixed ages in a classroom throughout the year as children age up.
6. I understand that CBS Daycare/Preschool is not liable for the loss or theft of valuables.
7. I have read, understand, and abide by all the information in this 2023-2024 Curtis Baptist Daycare & Preschool Handbook.
8. I understand my child is registered for 10-month care and our Preschool Summer Program is separate registration.
9. I understand the school calendar for school breaks/holidays.
10. I understand the school start time and end time 8 am -2:50 pm. My child will be sent to aftercare and I will be charged for aftercare if my child is not picked up by 3:05 pm.

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Name (please print)

Signature

Date

Names of Students Attending:

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