

## **CENTRAL BIBLE ACADEMY POLICIES**

Students arrive to school between 8:30 and 8:45 a.m. Classes will begin at 8:50 a.m. Classes will end at 11:20 a.m., and students are picked up 11:20-11:30.

Students should enter through the west door of the Family Life Center and are allowed to walk in independently as soon as they are ready. Outside doors will be locked during school hours. Please ring the buzzer but be prepared to wait if teachers are unable to leave their children.

Children should wear clothing suitable for the weather. Sweaters, coats, or jackets should be labeled with the child's name. Washable play clothes are preferred to dress clothes. Rubber-soled shoes are safer for gym play. ***Flip-flops*** are a safety hazard and are not allowed.

Tuition will be due on the first day of each month. No allowances are made for a student absent due to illness, weather or visits away from home. If a child drops out of school, the Director should be notified in advance. Tuition is required until official notice is received.

Parents may supply refreshments for birthday and holiday parties. Snacks and supplies are provided from tuition fees. We encourage healthy treats rather than sugar treats.

Appropriate socialization is expected. If your child cannot conform, a time-out will be used. Corporal punishment will not be used. If behavior problems persists, a conference including the parents, teacher and directory will be held to determine the course of action.

## **TUITION, SUPPLY FEE & CONTRACT AGREEMENT**

If possible, send the supply fee with enrollment form. It is refundable until August 1 by notifying the director of withdrawal. Thank you!

Supply Fee -----			\$80.00
Beginners	Tues & Thursday	9:00-11:30	\$120 a month
3 year old class	Mon-Wed-Fri	9:00-11:30	\$160 a month
4 year old class	Mon-Fri	9:00-11:30	\$200 a month

\*A tuition discount may be requested for Central Church of Christ members who are paying their own child's tuition. Other scholarships may also be available. Please bring tuition questions to the attention of the Director. (rev 2022)

### **CONTRACT AGREEMENT**

Tuition payments are due the first day of each month, in advance. The supply fee is due upon enrollment and must accompany your application. No reduction in monthly tuition will be made for early withdrawals or absence from school due to sickness, bad weather, or other causes. I agree to pay the charges due in tuition at the time designated for the entire nine month term, unless we move from this city or some unusual situation arises.

## **STAY AND PLAY (approximately once a month)**

Stay 'n Play is an enrichment feature of our program for Threes and PreK classes. Students bring their lunch and stay for lunch and free play experience until pickup time of 1:20-30. This is an optional service at the additional charge of \$3.00 per Stay & Play event.

## SCHOOL POLICY

Students are asked not to bring toys or books from home, unless their teacher approves the item. Students may bring items or toys for Show & Tell as designated by their teacher. Please do not let students bring mouth toys such as horns, balloons, whistles, or guns, knives, or any sharp toy, or expensive toys that might get broken or toys that they might not want to share. Students should not bring money, gum, or candy to school unless it can be shared.

Do not bring a sick child to school; a temp of 100' is considered to be the temperature to cause concern. Do not give a fever reducing medicine and send them to school. Your child must be fever free for 24 hours for the usual childhood illnesses. This is for your child's welfare as well as others. In Covid cases, your family must quarantine for 10-14 days or as current medical advice allows. Every effort is made to provide a sanitary, safe environment. With a surge in illness, we will re-institute all Covid-19 precautions.

If a student becomes ill at school, they will be isolated and made as comfortable as possible. Their parents will be contacted to come get their child as soon as possible. Alert your child's teacher of any disease, allergy, or change in medication.

Our field trips are limited to neighborhood parks and nearby venues. When church vans are used for transportation, students must be properly restrained. Permission slips must be signed prior to the field trip. Parents may be encouraged to drive your own vehicle to transport your child, especially for Twos classes.

Students should be capable of managing their own clothes and hygiene in the bathroom. Simple clothing and stretch waistbands are preferred. Two teachers/aides will supervise bathroom breaks.

All employees have been screened by the OSBI. If parents help in classrooms without supervision, they must submit to criminal background screening at their own expense. The Director must know the individual for six months prior to volunteering. A court order must be on file to prevent a non-custodial parent access to CBA.

Health and Security forms must be on file in the Director's office. Security for your student is very important. Your child will not be released to anyone but those listed on the security form. In an emergency, please make sure the teacher or director are called. Please keep us informed of your usual whereabouts and cell phone numbers in case we need to reach you.

Emergency safety precautions are taught on an age-appropriate level. If sever weather threatens, please pick up your child promptly. We keep all paths of egress clear at all times.

At Central Bible Academy, we strive to provide a balance of spiritual, psychosocial, physical and educational development. We are shaping young minds, laying the foundation for academic learning, the love of God and His wonderful creation, and for our students to know Jesus and how He wants us to love others.

We welcome visits and conferences with parents at any time. We feel that a close relationship between the school and home is essential to the progress of the child. If there are any questions, please feel free to call. The phone number at the Family Life center is 580-332-3261. You may leave a message with the aide if the teacher is with her class.