

Centerville Baptist PreSchool and Kindergarten
 908 Centerville Turnpike, South
 Chesapeake, VA 23322
 757.482.7595
www.centervillebaptistpreschool.com
cbcps757@outlook.com

2020-2021

Centerville Baptist has a long history in the area. The church was founded in 1872 and has a long-standing history of service and caring in our community. Our weekday PreSchool, founded in 1957, is among the oldest in the area and has continuously provided a star-quality early education program for more than 60 years. Throughout these years, we have earned the trust of our community for providing a safe, caring environment where learning is fun.

We encourage/invite you to come in as our guest to see what we have to offer. But, be prepared to come back as members of our "PreSchool family." Our teachers are innovative, creative and passionate about allowing very young children discover the sheer joy of learning.

We are a ministry of Centerville Baptist Church and our curriculum reflects the values of the church. We are a Christian school. As a Christian school we weave Biblical truths and Christian values into our curriculum. As a ministry, we choose to be Religiously Exempt from licensure by the Commonwealth of Virginia.

CBC Weekday Children's Programs admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, tuition assistance and other school-administered programs.

We encourage you to call and schedule an appointment for a tour of our facility. We value your time; thus an appointment will allow us to dedicate time just for you. This enrollment package has all the information you need to enroll your child in our school. Enrollment is contingent upon receipt of the admission application and payment of registration and curriculum fees.

We look forward to hearing from you soon,

Cathy Curling
 PreSchool Director



Enrollment Checklist

Please schedule an appointment with the Director/Administrative Assistant to complete the enrollment process. Please keep all enrollment documents together and return them all at the same time.

Date of intake appointment: _____ Time: _____

Enrollment forms and Documents

- Application
- Contract
- Financial Documents
- Custody Documents
- Allergy form
- Notarized Statement
- Activity Consent
- Contact Information Release
- Photography Release
- Emergency Medical Release
- Medication Administration Documentation form signed by Physician
- Copy of Health Insurance Card
- Copy of Birth certificate or Passport (Commonwealth of Virginia mandates reporting of non-compliance)
- School Physical Report from Physician; must include Age and Stage Developmental Assessment
- Copy of most recent immunization report (must be current on first day of school)
- Children under the age of 36 months are required to submit a new immunization report every 6 months

Acknowledgments

- I have access to the Parent Handbook from the school website
- MAT Statement and Acknowledgment: Virginia Department of Social Services requires every parents/guardian to sign and return the Medication Administration Training statement
- I have received a copy of the Public Disclosure Policy
- I have received a copy of the Healthy Snack Policy
- I have provided names and telephone numbers for transportation/emergency transportation providers
- If applicable, I have provided contact information for non-custodial parent
- I have provided information for previous childcare/schools my child has attended
- I have provided the name(s) and phone numbers of individuals that currently provide child care for my child.

Additional Notes: _____

Parent(s) signature: _____ Date: _____

Thematic Curriculum

The traditional preschool curriculum is based upon a thematic approach to learning. Using the Virginia Foundation Blocks and kindergarten academic expectations (Standards of Learning) as a guideline, our teachers use age and developmentally appropriate learning activities, art and music to allow children to construct a world of learning in a fun and exciting environment. Teachers create thematic lessons that present children with the opportunities to learn through games and hands-on activities that reinforce academic, fine motor and gross motor skills. More advanced skills such as patterning, sequencing, graphing, visual and auditory discrimination (letter and phonemic recognition) and the ability to apply knowledge to new information are typical in the thematic classroom.

We believe parents are the primary source of spiritual teaching therefore we do not teach specific denominational beliefs and practices. Biblical truths and Christian values are woven into the curriculum.

Thematic curriculums focus on the basic skills children need to prepare for kindergarten, such as social skills, developing fine and gross motor skills, the ability to listen and comprehend, ability to stay on task and to complete the task at hand. By using theme units as the basis for learning, children are presented with opportunities to explore, ask questions, and discover more about the world they live in.

Hours of Operation: The school day begins promptly at 9:00 a.m. Children may be escorted into the building from 8:50 a.m. until 9:00 a.m. We cannot admit children into the classrooms before 8:50 a.m. Adult escorts may accompany children into the building and to the classrooms during this time. The classroom teachers will receive the children and begin morning routines. You are asked to help us respect the schedule of the classroom teacher by leaving as quickly as possible.

The preschool day concludes at 11:45 and car pool ends at noon; Kindergarten at 1:00 p.m.. We ask that you respect the foyer as a work station and talk quietly.

Security Precautions: Every family will be issued a numbered access control fob which permits entrance through the main doors into the facility during regulated school hours only. Additional fobs are available for a fee. Families utilizing the Extended Childcare program will be issued fobs by Extended Care only. EC fobs do not function at the main entrance.

Video monitoring of the access doors feature audio capabilities, therefore everyone entering the facility should assume any conversation may be recorded.

Parents/caregivers may accompany the child into the classroom, but should allow the child to take responsibility for his/her personal possessions.

Breakfast Club: We offer an early drop off option through the Extended Child Care program. This allows you to bring your child in beginning at 8:00 a.m. with a reservation of at least 24 hours. Call Norma or Michelle to make your reservation at 546-2356.

Lunch Bunch: The PreSchool offers a one hour "Lunch Bunch" option until 1:00 p.m., for the times when you require a little more time to complete tasks. Reservations are required. This is available daily at the rate of \$6.00 per day, per child with advanced reservations. Parents are responsible for providing a lunch and beverage for the child.

Enrollment Requirements

Proof of Identity/Proof of Date of Birth: We are required to view and record information from the child's certified birth certificate or passport. Failure to provide the documentation later than the first full week of school must be reported to the local law enforcement agency. Birth Certificates are due at the time of enrollment.

Legal Authorization: Centerville Baptist Church PreSchool requires notarized legal authorization in cases of medical emergency and the emergency transportation of children off site. Likewise, we require legal authorization for release of family contact information, photography/video recording, activity consent documentation, etc.

Transportation Providers

Parents/guardians are required to register the names of individuals authorized to transport children. Children younger than eight (8) years of age must be transported in an approved child restraint device or safety seat. Parents/guardians are responsible for installing seats in vehicles used for field trip transportation.

Health Screening/School Physical/Immunizations

Parents/guardians of children entering the program are required to submit a school physical report, including the physician's developmental assessment. This will include a record of the child's immunization history. Immunizations must be current on the first day of school. New immunization histories/records are required for children younger than 36 months every 6 months.

Parents of children with delayed immunization schedules or religious exempt waivers are required to submit the school physical reports and must submit documentation regarding the child's immunization history.

A Quick Glance . . .

We understand that children come from diverse backgrounds and cultures, with different personalities, temperaments, abilities and experiences. Our staff, likewise have diverse teaching styles and educational theories and backgrounds. Thus we are better to match the needs of the child with a teaching style that best suits the child.

Biblical principles and stories provide a foundation for our preschool day. Theme oriented lesson plans and learning centers provide avenues for our teachers to explore these principles and provide age appropriate learning for kindergarten readiness. Music and art also help reinforce math concepts and reading readiness skills.

Social development is another aspect of kindergarten readiness. Children learn the rules of acceptable behavior, cooperation and compromise while at play. Structured and unstructured activities in the classroom and on the playground provide opportunities for conflict resolution, problem solving and encourage pro-social behavior.

A Closer Look . . .

Centerville Baptist was founded in 1872 and has a long-standing history of service and caring in our community. Our weekday preschool, founded in 1957, is among the oldest in the area and has continuously provided a star-quality early education program for more than 60 years. Throughout these years, we have earned the trust of our community for providing a safe, caring environment where learning is fun.

We encourage/invite you to come in as our guest to see what we have to offer. But, be prepared to come back as members of our "PreSchool family." Our teachers are innovative, creative and passionate about allowing very young children discover the sheer joy of learning.

As a ministry of the church, we are exempted from licensure by the Commonwealth of Virginia's Department of Social Services. We annually submit documentation to retain our exempt status. Our compliance with the Code of Virginia is detailed in our Parent/Student Handbook.

All PreSchool staff members have either prior experience in Early Childhood Education, degrees in related fields or are currently engaged in an on-going educational program. Teachers and assistants have been certified to be free of any disabilities which would prohibit care or supervision of children entrusted into our care, by a practicing physician, as required by the Code of Virginia. All of our staff members have been fingerprinted and received a Criminal History Records Clearance and Search of the Central Registry from Child Protective Services prior to employment. Staff members participate in workshops throughout the school year to update skills and review requirements of the Commonwealth of Virginia.

Parent/Teacher Partnership

The PreSchool/Kindergarten experience is a partnership between parents and teachers. Parents provide the foundation of skills the child will need for a successful school experience through activities first taught in the home. Teachers will work diligently with the children to help them develop their ever increasing skills.

Registration and Tuition

CBC PreSchool/Kindergarten registration/facilities fees cover some of our administrative costs as well as the costs of insurance premiums, facilities fees, facility supplies, etc. Curriculum fees cover the costs of hands-on materials, art and craft supplies, and general classroom supplies. Curriculum, facilities fees and registration fees are charged annually and are non-refundable.

Our budget is based upon the annual tuition of every child. Annual tuition is calculated based on actual school days. Holidays and school closures are not factored into the tuition equation. Tuition is quoted and payable for the entire year, September through May.

Financial Agreements and Parent/Program Agreements are issued to the party responsible for the payment of the annual tuition. Penalties for withdrawal of a child from the program are the responsibility of the parents or guardians and are detailed in the Parent/Program Agreement and Financial documents.

Age Based Classes

CBC PreSchool/Kindergarten offers classes for children between the ages of 2 and 5 years old. We are in compliance with the Commonwealth of Virginia regarding the date of birth standard of September 30th. Children are eligible for age based classes based upon this standard. In the best interest of the child, children must meet the age standard to qualify for a preschool or kindergarten class.

School Year 2020—2021 Enrollment forms must be completed annually

Please check the appropriate boxes.

2 day 2 3 day 2 2 day 3 3 day 3 3 day 4 Hybrid 5 day 4
 Kindergarten 2 day Infant 3 day Infant Name: _____ Year(s): _____

How did you learn about our programs Internet/Website: _____
 Personal Referral: Who should we thank? _____

INFORMATION REQUESTED IS REQUIRED AND NECESSARY. PLEASE COMPLETE ENTIRELY.

Child's full name: _____ Telephone Number: _____
 To what name does your child answer? _____ Gender: M F
 Age (09/30/20) _____ Date of birth: ___/___/___ Full-term Premature @ _____ weeks Adopted
 Child's complete address: _____ Zip Code _____
 Family Email Address: _____ @ _____ (Please **print** legibly)
 Name of Subdivision: (if applicable) _____

Parent/Family Information:

Married, living together Separated* Divorced* Single Parent* Unmarried, living together

(*Custody documentation must be provided)

*Contact information must be provided for non-custodial parent IF parent has visitation

Family's religious affiliation: _____

Parent Information:

Father Mother Other _____

Name: _____

Occupation/Profession*: _____

Employer: _____

Work address: _____

E-Mail address: _____

Telephone numbers:

Business: _____

Cellular: _____

Same home information as child

Stay-at-home parent/Works from home

Parent Information:

Father Mother Other _____

Name: _____

Occupation/Profession*: _____

Employer: _____

Work address: _____

E-Mail address: _____

Telephone numbers:

Business: _____

Cellular: _____

Same home information as child

Stay-at-home parent/Works from home

**If you are a stay-at-home parent, please list your career profession in the "Occupation" category
 * Occupation/Profession should be job specific--not Military Service Branch or Company specialty**

If child resides with an adult other than parent, (i.e., step-parent, parent's partner, grandparent, etc.,) please provide information:

Name: _____

Relationship to parent/child: _____

Occupation/Profession: _____

Work address: _____

Work phone number: _____

What does child call adult? _____

Employer: _____

E-Mail address: _____

Cellular phone number: _____

Name and contact information for child care providers: Name: _____

Phone number(s): _____ Relationship to child: _____

Office Use Only

Identity Verification

The Commonwealth of Virginia requires parents/guardians to provide proof of a child's age and identity. Proof of the child's identity and age may include an original or certified copy of the child's birth certificate, passport, copy of placement agreement from a child placing agency, or a records from a public school, i.e., certified by a principal of a public school in the United States. Failure to provide the proper documentation must be reported to local law enforcement agencies according to statute.

Place of birth: _____ DOB: ___/___/___ Date of Issue: ___/___/___

Birth Certificate Number: _____ Birth Certificate Passport

Other _____ Adoption Records Date Viewed: ___/___/___

Date of Enrollment: ___/___/___ Date of most recent immunizations: ___/___/___

Non-Custodial Parent Contact Information:

Name: _____
 Mobile Phone: _____
 Mailing Address: _____

Same as Parent Information of Previous Page
 Occupation: _____
 Email Address: _____

Names and ages of siblings: _____

Previous child care/preschools attended:

The Code of Virginia requires parents/guardians to disclose the names, locations and terms of previous enrollment:

Name: _____ Term of enrollment: _____
 Location: _____

Transportation Providers: (Required)

Please register the names and phone numbers of individuals authorized to provide transportation for your child.

(1) _____ Ph. _____ (2) _____ Ph. _____
 (3) _____ Ph. _____ (4) _____ Ph. _____

Emergency Transportation Provider: (Required)

Please list the names and telephone numbers of two individuals authorized to pick up your child in the event of emergency, sudden on-set illness, etc., when you will not be home and able to pick up your child within thirty (30) minutes.

(1) Name: _____ Phone number: _____
 (2) Name: _____ Phone number: _____

Person(s) **NOT** authorized to pick up your child: Name: _____
 Relationship to child: _____ *(Appropriate custody papers must be provided to the church if a parent is NOT allowed to pick up a child from our facility.)*

Self-Help Skills

- Yes No N/A* Does your child demonstrate control over bladder functions? *2's
 Yes No N/A* Does your child demonstrate control over bowel functions? *2's
 Yes No N/A* Does your child require assistance with toileting functions (clothing issues, cleaning, flushing, etc.)? *2's
 Yes No Proper hand washing?
 Yes No Does your child require assistance blowing his/her nose?
 Yes No Does your child require assistance with snack and juice containers?
 Yes No Cultural difference of which teachers need to be aware? _____

Medical History:

- Yes No Has your pediatrician identified concerns about regarding your child?
 Yes No Health Insurance (Must provide a copy of the card)
 Yes No Regular routine physical examination within the past six months Date of last exam: _____
 Yes No Regular routine dental exam within the past six months Date of last exam: _____
 Yes No Immunizations per CDC guidelines Delayed schedule _____
 Religious Exemption _____ (Documentation must be provided)

Immunization Record Date ___/___/_____

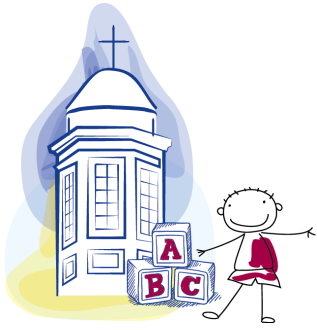
- Yes No Visual examination: No Impairment Yes _____
 Yes No Speech evaluation No Impairment Yes _____
 Yes No Developmental assessment: No Yes _____
 Physical/orthopedic Emotional Behavioral Other _____

Yes No Allergies : _____
 How are allergies manifested? _____

Yes No Routine medications: _____

Name and telephone number of child's primary physician: _____
 Name and telephone number of child's dentist: _____

If your child has experienced any serious illnesses, injuries, hospitalizations, minor/major surgery, please provide the approximate dates, nature of the event and name of the physician: _____



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Program—Parent Agreement

2020-2021

Parent(s) Name(s): _____
 Child's Name: _____ Age: _____ DOB: _____

- The PreSchool/Kindergarten will provide an appropriate early educational weekday program for the class, as specified by the parents or guardians, from September through May.
- Parents/guardians may utilize “Lunch Bunch” or “Breakfast Club,” for additional fees, separate from tuition payment.
- In case of accident or illness of the child, the staff will promptly take reasonable measures as are, in her/his best judgment, in the best interest of the child, and will notify parents as soon as possible.
- The school will provide physical, social-emotional, cognitive and spiritual development activities in a group situation.
- The school will provide limited liability accident insurance coverage.
- The school will not release the child to anyone other than the authorized transportation providers as registered by the parents or guardians.
- The school will provide resources in sufficient quantity to allow for a variety of play and learning activities during the day.
- The school will provide age and stage developmental screenings as a routine assessment; parents will be advised of developmental concerns

The parents or guardians agree that:

The responsible party will pay the non-refundable registration and curriculum fees at the time of enrollment, as indicated on the Financial Disclosure Document.

A late charge of \$25.00 will be applied after the first of the month. Additionally, educational instruction will be discontinued until payment of tuition and late fees are paid in full. _____ (Initial)

- Additional charges are levied for periods of tardiness in departure time will be due and payable daily.
- Responsibility for payment on time is that of the parent/guardian or their designated party listed on the Financial Agreement Form. If the responsible party sees that the tuition cannot be paid on time, he/she must make arrangements for the delayed payment with the Director before the payment is due. If acceptable arrangements for payment have not been made upon payment due date, plus a two week grace period, instruction will be discontinued until such time as payment has been rendered. _____ (Initial)
- Tax statements are issued once annually, during the month of January. Secondary copies are available for a \$15.00 fee. _____ (Initial)

- Children will play outside as a routine activity of the school day, usually between 20 to 30 minutes. Children should always be dressed for playground activity. CBC's temperature scale for routine outdoor play is 40° to 85°. _____ (Initial)
- Teachers will respond to misbehavior or inappropriate playground activities immediately and reserve the option to disallow a child's access to playground equipment as a result of misbehavior. _____ (Initial)
- If the child needs a prescribed medication during the day, the school must receive a statement from the prescribing physician regarding the manner in which the medication is to be administered as well as acknowledgement that the child is able for function "normally" in the group situation. _____ (Initial)
- School staff are mandatory reporters of suspected child abuse and neglect. In the event of suspicious injuries, changes in the child's behavior or other indicators, the staff will be required to document suspicions through internal written reports, photographs or video recordings and are required to issue a report to Child Protective Services. _____ (Initial)
- In the case of illness or accident, the parents/guardians have submitted a notarized Emergency Medical Release authorizing appropriate medical attention and transportation. In all emergencies, the program has permission to take such reasonable measures as are, in the judgment of the Pastor, Director or teacher necessary for the welfare and safety of the child. _____ (Initial)
- Injuries necessitating emergency medical treatment by medical personnel must be reported to the Department of Social Services by program personnel. _____ (Initial)
- Children displaying signs or symptoms of illness, as described in the official "Parent-Student Handbook," will not be admitted until free of symptoms, without any medication, for 24 hours. _____ (Initial)
- In the event of contagious illness, the parents/guardians will notify the school. The child will not be allowed to return to school until all danger of the contagion is gone. The child must be symptom free without medication for at least 24 hours. _____ (Initial)
- The program stipulates that children displaying signs or symptoms of developmental delays which cannot be incorporated into the classroom environment or unacceptable behaviors that injure or harm other students or staff, the director or pastor reserves the right to dismiss a child from the program for cause. _____ (Initial)
- Liability for a child's actions, while in the care of the program, lies solely with the parents/guardians. _____ (Initial)
- The parent/guardian will give a minimum two weeks notice when a child is to be withdrawn for any reason. Parents/guardians/parties responsible for payment will be required to pay early contract termination fees as detailed in the financial disclosure documents. _____ (Initial)

Centerville Baptist Church PreSchool/Kindergarten and parents/guardians understand and agree that this agreement is an agreement binding for both operator and parents/guardians.

(Signature of parent/guardian/responsible party)

(Date)

FEDERAL TRUTH IN LENDING DISCLOSURE STATEMENT FOR SERVICES RENDERED

The Federal Truth in Lending Act, Regulation Z
 REQUIRES a Federal Truth in Lending Statement
 If there are more than four (4) payments

Child's Name: _____ Date: _____
 Name of Party Responsible for Payment: _____
 Address: _____
 Telephone Number: _____ E-Mail address: _____

Educational Services

Annual Non-Refundable Registration: 2 day classes \$100.00
 3 day classes \$115.00
 5 day classes \$125.00

Annual Facilities Fees: 2 day classes \$ 75.00
 3 day classes \$100.00
 5 day classes \$125.00

Annual Curriculum Fee \$ 35.00 (2-day 2 & 3 Year old classes)
 \$ 50.00 (3-day 2 & 3 Year old classes)
 \$ 100.00 (5 day Hybrid classes)
 \$ 75.00 (3-day 4 Year Old classes)
 \$115.00 (5-day 4 year old class)
 \$150.00 (Kindergarten)

Total Annual Tuition: 2 day Infant class \$2,475.00/\$275.00 mo.
 3 day Infant class \$2,205.00/\$245.00 mo.
 2 day 2 year old class \$1,918.00/\$213.00 mo.
 3 day 2 year old class \$2,277.00/\$253.00 mo.
 2 day 3 year old class \$1,863.00/\$207.00 mo.
 3 day 3 year old class \$2,412.00/\$249.00 mo.
 5 day Hybrid 3 & 4 year old class \$2,835.00/\$315.00 mo.
 3 day 4 year old class \$2,403.00/\$267.00 mo.*
 5 day 4 class \$2,799.00/\$311.00 mo.*
 K-5 class \$3,600.00/\$400.00 mo.*
 * Includes Technology Class Fees

Must be 3 1/2 by September 1st ----->

Total Fees (Including annual tuition) \$ _____
 Payment Received with Enrollment \$ _____
 Please check: Registration _____ Facilities Fee _____ Curriculum _____ Tuition _____
 Unpaid Balance: \$ _____

The first regularly scheduled monthly payment of the 2020—2021 annual tuition is due August 15th Each subsequent payment is due and payable two weeks in advance, (the 1st of the month) until paid in full. (Alternative pay date as approved by PreSchool administration: _____.(Initial and date).

Credit/Debit card transactions be will assessed a 4% transaction fee.
 Personal or bank check payments are available with a 0% interest rate. _____ (Initial and date).

For accounts which have become past due, a late fee of \$25.00 will be added to your balance each month.

Tuition is an annual fee, divided into nine (9) equal monthly payments.
 No adjustments are made for vacations, holidays, scheduled school closure days, weather delays/closures, etc.

**In the event that a child is withdrawn from the program, for reasons other than military family transfer or special education early intervention services with an IEP, contract termination fees, per child, are as follows:
 1st quarter: \$750.00 2nd quarter: \$500.00 3rd quarter: \$250.00 _____ (Initial and date)**

In the event that collection or other legal procedures are instituted, I agree to pay all expenses of collection, including court costs, and reasonable attorney fees, if such is incurred. _____ (Initial)

I HEREBY CERTIFY that I have read and received a copy of this disclosure statement this _____ day of _____, and agree to these terms.

 (Signature of Party Responsible for Payment) (Relationship to Student)



If your child requires medication during school hours, the Commonwealth of Virginia requires documentation signed by the child's physician.

Place a photograph of your child here

Emergency Health Care Plan Allergy Information

Child's Name: _____ DOB: _____

Step One:

- No My child has NOT exhibited any signs of allergic reactions (Skip to Step 3)
- Yes My child has exhibited any signs of allergic reactions (Complete Step 2)

Step Two:

Allergy to: _____

Please check all reactions that apply:

- Asthma: coughing, wheezing, emotional distress
- Mouth: itching and swelling of the lips, tongue or mouth
- Throat: itching and/or sense of tightness in the throat, hoarseness and hacking cough
- Skin: hives, itchy rash and or serlling about the face or extremities
- Gastro: nausea, abdominal cramps, vomiting and/or diarrhea
- Lung: shortness of breath, repetitive coughing and/or wheezing
- Heart: "thready" pulse, passing out

The severity of symptoms can quickly change. All of the above symptoms can potentially progress to a life-threatening situation.

ACTION:

- *If reaction is suspected, call 911 Dr. _____ at _____
- Mother's telephone numbers: _____
- Father's telephone numbers: _____
- AND give _____ (medication/dosage/route)

***Parents/Legal Guardians are required to submit documentation for all required medications. Non-Prescription and Prescription Medications require separate forms**

Emergency Contacts

(1) Name: _____ Phone numbers: _____
 Relationship to child: _____

(2) Name: _____ Phone numbers: _____
 Relationship to child: _____

(3) Name: _____ Phone numbers: _____
 Relationship to child: _____

Medication will be administered by a MAT trained staff member, in accordance with DSS regulations

Step Three:

Parent(s) Signature Date



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Legal Authorization Form and Emergency Medical Release 2020—2021

I/we hereby give permission for _____ to participate in activities with Centerville Baptist PreSchool's programs for the school year 2020—2021. _____ (Initial)

Medical Emergency: In the event of accident, illness or injury, I/we hereby grant permission to Emergency Medical Personnel, Attending Physicians and hospital personnel to perform whatsoever care is necessary for the welfare of my/our child, until I/we can be in attendance. _____ (Initial and date)

Emergency Transportation: In the event of injury, sudden illness or other emergency situations that may require evacuation, I/we hereby authorize EMERGENCY transportation for my/our child in the church owned buses, private vehicles owned and operated by CBC Weekday staff, church staff, and emergency medical transport personnel. I/we assume all risks and hazards incidental to the emergency transportation and hereby acknowledge and give our informed consent for participation. _____ (Initial and date)

Primary Care Provider: _____ Telephone number: _____
 Please list any medications, allergies and/or medical information responding medical personnel should know about this child: _____

Activity Consent: I/we understand that risks of accidental injury are incidental to the conduct of normal classroom participation, playground activities, activities in the gym, and elective extra-curricular activities. I/we assume all risks and hazards incidental to the conduct of events, activities and normal classroom participation and hereby acknowledge and give our informed consent for participation. _____ (Initial and date)

Photography/Videography Acknowledgement: I/we acknowledge that CBC Weekday programs utilize photography or video-photography for promotional and/or advertising materials, teacher created art or craft activities and school-wide presentations or to document classroom activities. Similarly, administrators may use video for documentation. I affirm that I/we have been informed. _____ (Initial and date)

Yes No Facebook/Social Media* Yes No Website*

* CBC does not tag children in online postings/In the event the child's photo is used in a group of children, we will blur the child's features.

Release of Contact Information: I/we give permission for my/our names, telephone numbers and email address to be released for the classroom directory. _____ (Initial and date)

Yes No Family information for church ministry contact. _____ (Initial and date)

**DO NOT SIGN THIS DOCUMENT UNTIL YOU ARE IN THE PRESENCE OF A NOTARY.
 UN-NOTARIZED FORMS ARE INVALID.**

 (Signature of Parent/Guardian)
 Daytime telephone numbers: _____

 (Signature of Parent/Guardian)
 Daytime telephone numbers: _____

State of Virginia, City of _____, to wit:
 Subscribed and acknowledged before me this ____ day of _____, 2____.
 My commission expires _____.

 (Signature of Notary Public)

MAT Trained Personnel:

The following staff members have received Medication Administration Training (MAT) and are qualified to administer prescription and non-prescription medications:

Karen Corwin
5-day teacher
Expires August 2020

PMAT Trained Personnel:

The following staff members have received Pre-Medication Administration Training (PMAT) and are qualified to administer emergency prescription and topical medication:

Confidentiality Statement

Information about any child in our program is confidential and will not be given to anyone except VDSS' designees or other persons authorized by law, unless the child's parents or guardian gives written permission. Information about a child in my program will be given to the local department of social services if my child received a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

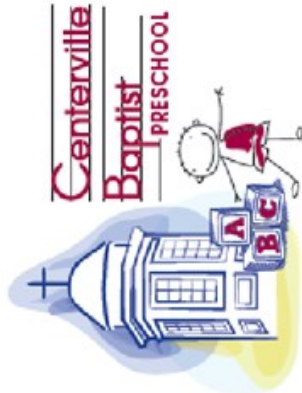
Centerville Baptist PreSchool, Kindergarten and Parents Morning Out

- My child does not require medication during the school day.
- My child requires routine medication during the school day.
- My child has been prescribed emergency medication that will be administered only in the event of emergency.

Parent's Signature Date

Program Director's Signature

Medication Administration Policy



CENTERVILLE BAPTIST PRESCHOOL, KINDERGARTEN AND PARENTS MORNING OUT

757-482-7595

whenever updates are required.

P-MAT Certification

The program will have staff members certified for the P-MAT training. PMAT training allows specific staff members to administer emergency injections of epinephrine using and auto-injector device (EpiPen) and/or to apply prescription topical ointment or creams if needed.

The individuals listed below are certified for PMAT medication administration. PMAT personnel must possess a valid CPR and First Aid certification:

None at this time January 2018

CENTERVILLE BAPTIST PRESCHOOL, KINDERGARTEN AND PARENTS MORNING OUT

908 Centerville Turnpike S.
Chesapeake, VA 23322
Phone: 757-482-7595
Fax: 757-482-5740
Email: cbeps757@aol.com
CentervilleBaptistPreschool.com

Certifications

Personnel must have the following certifications to administer medications:

Medication Administrations Training (MAT)

Valid CPR certificate covering the ages of children served by our program and as detailed in our documentation for the Department of Social Services.

Valid First Aid certificate as detailed in our documentation for the Department of Social Services.

Polices Statement

We understand that it is our responsibility to follow our policy decision regarding Medication Administration as well as all health and infection control regulations applicable to our church sponsored early childhood education program.

We will verify and document the credentials for all staff members certified to administer prescription medications to any child in our early childhood education program.

The program's policies regarding medication will be made available to parents at the time of enrollment, upon the beginning of the new school year or

Authorized Staff to Administer Prescription Medications

The program will administer prescription medications in accordance with the physician's or other prescriber's instructions and in accordance with the standards of practice in the MAT training. Only a provider who has successfully completed the MAT training or has appropriate licensure to administer prescription medications and is listed as a medication administrator by the program will be permitted to administer medications for students of Centerville Baptist Pre-School, Kindergarten and Parent's Morning Out.

The individuals listed below are approved to administer prescription medications using the following routes: topical, oral, inhaled, eye and ear, medication patches and epinephrine using an auto-injector device:

Karen Corwin, Carrie Raeder, Kerry Ray and Maryhelen Wilcox

Enrollment Capacity

The maximum number of children that the center will enroll will not exceed one hundred fifty (150) at any time on a daily basis. This number was established with the City of Chesapeake Fire and Zoning Departments.

Health and Safety

Centerville Baptist PreSchool, et al., has developed an Emergency Medical Authorization form that is REQUIRED for all children participating in any of our ministries. This legal document allows us to provide emergency medical care and must be signed in the presence of a Notary.

Centerville Baptist Church has developed Public Safety and Fire Safety Plans as required by the City of Chesapeake Fire Department and encompass procedures for emergencies ranging from fire, weather, natural and man-made disasters. A copy of the plan is on file with the City of Chesapeake.

In accordance with the Code of Virginia, the facilities receive annual Fire and Environmental Health inspections.

Fire drills are conducted on a monthly basis as required by the Fire Department.

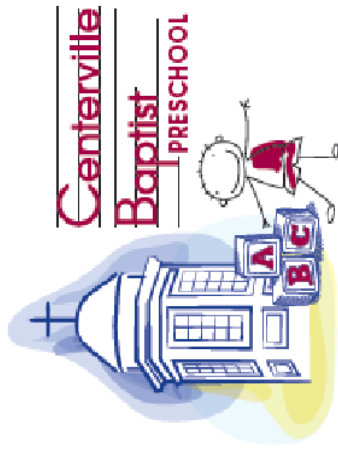
CBC has elected to provide MAT trained staff, qualified to administer specific medications to students with documented authorization from a practicing physician.

CBC is required to exclude children that are obviously ill. When illness is manifested during the day, children are isolated in the Director's office. Children need to be dismissed within 30 minutes of the onset of symptoms and are not allowed to return until they are completely symptom free for 24 hours. Likewise, staff must meet this same 24 hour mandate.

*Centerville Baptist
PreSchool, Kindergarten
and Parents' Morning
Out*

*Public Disclosure
Statement*

2020~2021



908 Centerville Turnpike, S
Chesapeake, Virginia
23322

482.7595

www.centervillebaptistpreschool.com

cbcps757@outlook.com

*Cathy Curling,
PreSchool Director*

*Norma Harrington,
Extended Child Care*

PreSchool Program

September — May
Ages 2 to 5 years old

2 - years old 2 or 3 days per week
Tues/Thurs OR Mon/Wed/Fri

3 years old 2 or 3 days per week
Tues/Thurs OR Mon/Wed/Fri

4-years old 3 or 5 days per week
Mon/Wed/Fri OR Mon—Fri

3 & 4-years old Hybrid
5 days per week Mon—Fri

Kindergarten 5 days per week

Parents Morning Out

September—May
Ages 6 weeks to 5 years old
9:00 a.m. until 1:00 p.m.
Reservations Required
(Check dates for availability)

Summer Enrichment Program

(Check dates available)

Extended Child Care Program

Before and After School Care

September— June

Butts Road Primary,
Butts Road Intermediate,
Southeastern Elementary

Summer Camp

June—August
(Check dates for availability)

Centerville Baptist Church and ministries do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Public Disclosure Statement

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. The statements below have been prepared and distributed to meet the requirements of the exemption law.

EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, Centerville Baptist Church Weekday Childcare Ministries, including Preschool, Parents Morning Out and Extended Child Care programs, are exempt from licensure and are classified as an "Exempt" child day center.

Description of Facilities

Centerville Baptist Preschool, Kindergarten and Parents' Morning Out facilities are located within the confines of the church campus located at 908 Centerville Turnpike, South, in the Great Bridge/Hickory community of Chesapeake, Virginia.

The Extended Child Care Ministries utilize multiple classrooms in the education wing of the older structure, while the Preschool, Kindergarten and Parents' Morning Out programs utilize nine classrooms in the Children's wing of the building constructed in 2000. The 2000 wing has a fire alarm system including hallway fire doors; classrooms equipped with magnetized 30-minute fire doors, smoke detectors, bathrooms and in-classroom sinks. Both buildings are accessible through a FOB security access system. Room capacity for standard classrooms is 20.

Nursery classrooms in the children's wing are equipped with 3-hour fire doors, fire walls and direct exits from the building. Room capacity is 12.

All classrooms have marked fire exit plans.

There are currently three (3) playgrounds on the property for specific age groups of children: (1) Toddler, (2) Preschool and (3) K-5th grade. Playground equipment includes swings, multiple slide structures, climbing apparatus, and are all inspected and maintained.

Kitchen facilities located in both wings are utilized by weekday programs, however, we do not prepare or serve student mid-day meals. Preschool, Kindergarten, Extended Child Care and Parents' Morning Out students' snacks/lunches are provided daily by parents. Extended Child Care services include an afternoon snack.

The 2000 wing classrooms are all TREE NUT/Peanut product free classrooms. Children bringing any questionable snacks from home will be provided a substitute, such as applesauce, packaged cheese crackers or yogurt.

Qualifications of Personnel

Administrative Staff

The Preschool Director has a degree in Early Childhood Education. Preschool Administrative Assistants likewise have formal degrees in related fields.

The Extended Childcare Director/Assistant Director have years of programmatic experience.

Administrative staff are expected to participate in continuing education/training annually.

The Directors of both programs are responsible for the oversight of program administration including staff supervision, compliance with the Code of Virginia regarding the safe operation of the facility, and general care and well being of the children enrolled in the programs. Directors are members of the church council and are supervised by the pastor and present monthly reports at Church Council. Directors are responsible for keeping the pastor informed of issues regarding daily operations.

Classroom Teachers and Aides

Preschool classroom teachers are directly supervised by the Director or her designated assistant and are responsible for daily supervision of children assigned into their care. Teachers are responsible for intake and dismissal of students. Classroom teachers must be at least 18 years of age and meet or exceed qualifications as established by the church. Students are assigned to specific teachers for the period of enrollment and remain within proper ratio.

Extended Child Care classes may be combined but will always be in ratio and will not exceed classroom capacity.

Teachers are responsible for planning age and developmentally appropriate activities for students. Classroom aides work directly under the supervision of the classroom teacher.

A practicing physician certifies staff members to be free of any disability that would hinder appropriate care or supervision of children as required annually by the Code of Virginia. Each staff member has received a Criminal History Records Clearance based on fingerprint scans and a Search of the Central Registry for Child Abuse and Neglect clearance from Child Protective Services. Teachers residing outside the Commonwealth of Virginia within five years of employment are required to have clearances from those states as well.

Staff members are certified in basic First Aid and Cardio-Pulmonary Resuscitation, and have been trained to recognize the signs of child abuse and neglect and are mandatory reporters of suspected abuse or neglect.

Staff members receive training hours annually in compliance with the Code of Virginia.



Centerville Baptist PreSchool, Kindergarten and Parents' Morning Out programs have adopted the USDA recommendations for mid-morning snacks for our students.

Students should have snacks from at least 2 different categories as recommended by the USDA.

Grains

- Cereal bars
- Crackers
- Trail mix (Whole grain cereals, "Goldfish." pretzels)
- Whole grain muffins
- Rice cakes

Vegetables

- Carrot sticks
- Cucumber slices
- Edamame, Chickpeas, etc.
- Grape tomatoes

Fruits

- Fruit cup
- Applesauce
- Melon balls
- Apple slices, strawberries, grapes, etc,
- 100% fruit juice

Protein Foods

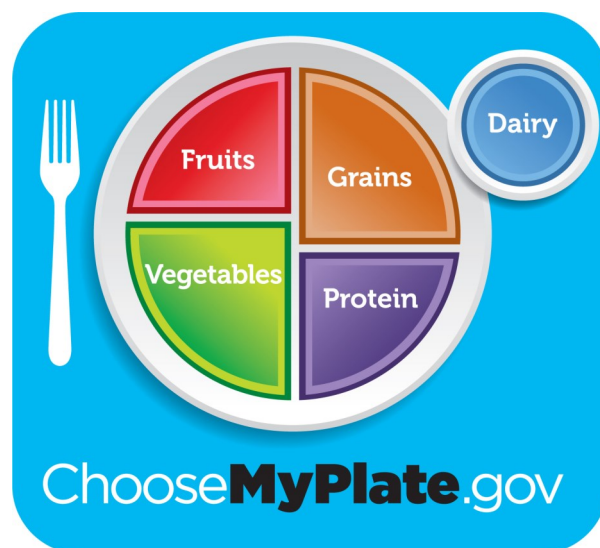
- Hard boiled eggs
- Meat
- Fish

Dairy

- String cheese
- Yogurt/yogurt shakes
- Cheese cubes
- Cream cheese
- Milk (unflavored)

- Juices must be 100% fruit juice
- Dairy milk must be unflavored
- Snacks containing refined sugar should not be included in daily snack menus.

*Flavored drinks will be returned home unopened—children will be given a cup of water as a replacement.



Remember that Centerville Baptist PreSchool, et al, has a PEANUT PRODUCT/ Tree Nut FREE ENVIRONMENT.

