



CENTERVILLE BAPTIST
PRESCHOOL
KINDERGARTEN
EXTENDED CARE

Registration Packet

2021-2022

WELCOME!

LET'S GET STARTED



HELLO

We are so excited you have chosen to enroll your child in one of our wonderful children's programs. At Centerville Baptist Preschool, Kindergarten and Extended Care, every child is special and loved and cared for by our experienced and dedicated staff. Our children's programs are ministries of Centerville Baptist Church and have been one of Chesapeake's longest running children's programs in the area; 63 years and counting!

OUR MISSION

It is our mission for all children enrolled in our programs to know that they are loved and chosen by God. Each week, Pastor Kevin and Pastor Brian lead the children in a lively praise and worship time in the church sanctuary that includes a Bible story, prayer, and high fives!

OUR TEACHERS

Our teachers are passionate about teaching as a vocation and a calling. The classrooms are bright and colorful, with cheerful theme decor and a wide variety of age appropriate toys to explore and share. Each day the children will enjoy a day full of creative learning experiences designed to meet their individual needs while providing a safe and loving learning environment where they can bloom and grow.

OUR FAMILY

At Centerville, you will become part of our family, and together we will build lasting memories for you and your child.

Please check the appropriate box(es)

- | | | | |
|---------------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> 2 day Infant | <input type="checkbox"/> 3 day Infant | <input type="checkbox"/> 2 day 2's | <input type="checkbox"/> 3 day 2's |
| <input type="checkbox"/> 2 day 3's | <input type="checkbox"/> 3 day 3's | <input type="checkbox"/> 3 day 4's | <input type="checkbox"/> 5 day 3.5-4's |
| <input type="checkbox"/> 5 day 4's | <input type="checkbox"/> Kindergarten | <input type="checkbox"/> ECCM Preschool* | <input type="checkbox"/> ECCM Kindergarten* |

*Extended Child Care/Combo children must be at least 3 years old and completely toilet trained.

Child's Full Name: _____ Nickname: _____

Telephone Number: _____ Gender: M F

Age (09/30/21): _____ Date of Birth: ____ / ____ / ____ Premature @ _____ weeks Adopted

Child's Complete Address: _____

Family email: _____ (please print legibly)

Office Use Only	Identity Verification
<p>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 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.</p>	
Place of birth: _____	DOB: ____/____/____ Date of Issue: ____/____/____
Birth Certificate Number: _____	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Social Security Card
Other: _____	Date viewed: ____/____/____

Family information: Married Separated Divorced Single Parent Unmarried, living together

Contact information must be provided for Non Custodial Parent if parent has visitation. Custody documentation is needed.

Father/Guardian/Non-custodial Parent/Other: _____ Mother/Guardian/Non-custodial Parent/Other: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Occupation: _____ Occupation: _____

Employer: _____ Employer: _____

Work Address: _____ Work Address: _____

E-mail Address: _____ E-mail Address: _____

Business Number: _____ Business Number: _____

Cell Number: _____ Cell Number: _____

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

Name: _____ Name child calls adult: _____

Occupation: _____ Employer: _____

Work Address: _____ Email: _____

Business: _____ Cell Number: _____

Please list the names, ages, schools, and genders of siblings: _____

Previous childcare/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:

Please designate persons other than the parent/guardian to provide transportation for your child.

1. _____ Phone: _____

2. _____ Phone: _____

Emergency Transportation Providers:

Please designate persons other than the parent/guardian to provide transportation in an emergency for your child.

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

Person NOT authorized to pick up your child:

Name: _____ Relationship to child: _____

Cultural differences teachers should be aware of:

Medical History:

Date of last physical examination: ____/____/____

Date of last immunizations: ____/____/____

Date of last dental examination: ____/____/____

Date of last visual exam: ____/____/____

Date of last speech examination: ____/____/____

Developmental assessment: ____/____/____

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

Financial Arrangements

Child's Name : _____

Parent/Guardian responsible for payment: _____

Centerville Baptist Church has made provision for the payment of our early childhood education program fees to be paid in monthly installments, as outlined in the "Truth in Lending" contract. We have developed the following procedures to manage the financial obligation effectively.

A "Truth in Lending" statement, required by Federal Law, outlines the terms for payment, and must be signed by the party responsible for payment, at the time of enrollment.

A monthly payment schedule is made available with a 0% interest rate.

Tuition payments can be made with checks, money orders or a monthly draft through our system.

The party responsible for payment agrees to pay a month fee to Centerville Baptist Preschool and/or Extended Child Care to cover the services. A late charge of \$25.00 will be applied after the 15th of the month and every week thereafter until payment is made.

No adjustments are made for vacations, weather delays/closures, etc.

It is the responsibility of the designated party in this Financial Agreement Form. If 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 been made upon payment due date, plus a two week grade period, instruction will be discontinued until such time as payment has been rendered.

Additional charges are levied for periods of tardiness in departure time will be due and payable daily.

In the event that collection or other legal procedures are instituted, I agree to pay all expenses of collection, including court and responsible attorney fees, if such rendered.

If at any time you feel that our records are in error, or you would like to discuss the status of your account, please contact the program office.

I have read the above information and understand the administrative policies concerning financial arrangements.

Signature of Party Responsible for Payment

Date

Federal Truth in Lending Disclosure Statement for Services Rendered

Child's Name: _____ Class _____

Party Responsible for Payment: _____

Telephone Number: _____ Email: _____

Address: _____

Credit Card: _____ Expiration: _____

CLASS	REGISTRATION	FEES*	TUITION Monthly (Annual)	TOTAL PAYMENT
2 day Infant	\$100.00	\$75.00	\$245.00 (\$2,475.00)	\$2,380.00
3 day Infant	\$100.00	\$100.00	\$275.00 (\$2,475.00)	\$2,605.00
2 day 2 year old	\$100.00	\$125.00	\$220.00 (\$1,980.00)	\$2,205.00
3 day 2 year old	\$100.00	\$150.00	\$260.00 (\$2,340.00)	\$2,590.00
2 day 3 year old	\$100.00	\$175.00	\$215.00 (\$1,935.00)	\$2,210.00
3 day 3 year old	\$100.00	\$200.00	\$245.00 (\$2,205.00)	\$2,505.00
5 day 3.5-4 year old	\$100.00	\$225.00	\$275.00 (\$2,475.00)	\$2,800.00
3 day 4 year old	\$100.00	\$250.00	\$300.00 (\$2,700.00)	\$3,050.00
5 day 4 year old	\$100.00	\$275.00	\$325.00 (\$2,925.00)	\$3,300.00
Kindergarten	\$100.00	\$300.00	\$415.00 (\$3,735.00)	\$4,135.00
EC 2 year old Combo**	\$80.00		\$660.00 (\$5, 940.00)	
EC Preschool Combo**	\$80.00		\$600.00 (\$5, 400.00)	
EC Kindergarten Combo**	\$80.00		\$640.00 (\$5,760.00)	

*Includes Financial account setup, Curriculum, and Computer class (4 and up) fees

**Extended Child Care receives payments for both programs and includes September 2021-May 2022

Registration is a non-refundable fee. Tuition is an annual fee, divided into 9 monthly payments. No adjustments are made for vacation, holidays, scheduled school closures, weather delays/closures, acts of God, etc.

Should you choose to withdraw your child from the program, withdrawal fees equal to 2 months tuition will be due.

Exceptions: Military relocation, proof of job transfer, financial hardship*, IEP services _____ (Initial)

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

Signature of Party Responsible for Payment

Date

Relationship to Student

757.482.7595

cbcps757@outlook.com

908 Centerville Turnpike S. Chesapeake, Virginia 23322

Parent Authorization & Medical Release

I hereby give permission for _____ to participate in events, activities and field trips with Centerville Baptist Preschool/Extended Child Care for the school year 2021-2022.

- I 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 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.
- I grant permission for my child to be transported in case of a situation that may require evacuation from the church, use of the church’s buses or privately owned vehicles which are owned and operated by Centerville Baptist Preschool, Extended Child Care, and Church staff.
- In the event of accident, illness, or injury, I hereby grant permission to Emergency Medical Personnel, Attending Physicians, and hospital Personnel to perform whatsoever care is necessary for the welfare of my child, until I can be in attendance.
- I give permission for Centerville Baptist Preschool/Extended Child Care to photograph/video and publish my child’s image for promotional and/or advertising materials online and websites. This includes teacher created art or craft activities, church wide presentations or to document class activities unless otherwise noted. Yes No
 - Facebook: Yes No Website: Yes No
- I give permission for our names, telephone numbers, and email addresses to be released for the classroom directory. Yes No

Primary Care Provider: _____ Telephone Number: _____

Dentist: _____ Telephone Number: _____

Allergies: _____ EpiPen Inhaler

Medical Issues: _____ Explain: _____

Medication to be administered MUST be accompanied with proper forms (form is located on website)

Medications: _____ Explain: _____

Insurance Company: _____ Provider Phone: _____

Group Number: _____ ID Number: _____

Parent/Guardian Signature

Date

Policies and Procedures

Medication: If the child needs medication during the day, for over the counter and prescribed medications that need to be given for less than 10 days the parents must complete a "Medication Authorization Form" for the child. They may be picked up from the office or found on the website. Medication that is given for more than 10 days or EpiPen/Inhaler the parent and physician must complete the Medication Authorization Form. All medication must have original box, instructions, and label. An action plan must be turned in with the medication form as well.

Sick Child Policy: The Directors and teachers will screen children daily for symptoms of illnesses. For children that show signs of illnesses, the parents/guardian's will be contacted and the child needs to leave the facility within 30 minutes.

If a child becomes ill during the morning hours of preschool and kindergarten, parents will be notified by preschool staff and remain with a preschool administrator until the guardian arrives. In the event of a viral illness where a fever, vomiting, etc. is present, the child cannot return to either program until signs and symptoms are gone for 24 hours without medication.

In the event of a contagious illness, the parents/guardians are asked to notify the programs. The child will not be allowed to return to school until all danger of the contagion is gone and written letter from physician is provided.

School Closings: When inclement weather causes Chesapeake Public Schools to delay for one hour, we will delay opening for one hour. When school opening is delayed two hours, preschool will be closed however Extended Child Care will open on a two hour delay. Similarly, if Chesapeake Public Schools close due to inclement weather, we will be closed.

Preschool holiday observations, winter and spring breaks, etc., will be noted on the school calendar.

Extended Child Care observes the following holidays and is closed:

- Labor Day
- Veterans' Day
- Thanksgiving holidays (Thursday and Friday)
- Christmas Eve & Christmas Day
- New Year's Eve – closes at 5:00 p.m.
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Easter Monday/Good Friday
- Memorial Day

Registration and Tuition

CBC Preschool, Kindergarten, and Extended Child Care registration fees cover some of our administrative costs as well as the costs of insurance premiums, facilities supplies, etc. Also, these fees cover the costs of hands-on materials, art, and craft supplies, and general classroom supplies. 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

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.

Security Precautions

All exterior doors remain locked during business hours. The main doors to the facility are monitored during school hours.

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 legal authorization for the transport of a child. This authorization includes transportation by emergency medical personnel or church staff. Transportation will not be provided if authorization is not provided.

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 installation.

School Physical and Immunizations: Parents/guardians of children entering the program are required to submit a school physical report, including the physician’s development 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 every 6 months for children younger than 36 months. Parents of children with delayed immunization schedules or religious exemption waivers are required to submit the school physical reports and must submit documentation regarding the child’s immunization history.

I verify by signing that I have read and understand all requirements for enrollment and policies that the Extended Child Care and Preschool have implemented as stated in this package and in both program’s Parent Handbooks.

Parent/Guardian Signature

Date