



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 here at Centerville Baptist Preschool, Kindergarten and Extended Care; where every child is special, 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 the longest running children's programs in the Chesapeake 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..

CLASS CHOICE AND CONTACT INFORMATION

Infant/Preschool Hours 9am-Noon

Kindergarten Hours 9am-1pm

Extended Care (EC) Hours 6:30am-6pm

2 day classes meet T, Th

3 day classes meet M, W, F

5 day classes meet M-F

Please check the appropriate box(es)

- 2 day Infant with EC 2 day 2s with EC 2 day 3s with EC 3 day 4s with EC
- 3 day Infant with EC 3 day 2s with EC 3 day 3s with EC 5 day 4s with EC
- 5 day Infant EC only 5 day 2s EC only 5 day 3.5s-4s with EC Kindergarten with EC

Children enrolled in 3 year old classes and above must be completely potty trained.

(Please print legibly)

Child's Full Name: _____ **Nickname:** _____

Telephone Number: _____ **Gender:** M F

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

Child's Complete Address: _____

Family email: _____

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
<input type="checkbox"/> 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:** _____

TRANSPORTATION AND MEDICAL HISTORY

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 traditions 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: _____

Party Responsible for Payment: _____

Relationship to Child: _____

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 "Federal Truth in Lending Disclosure Statement" on page 5 of this packet.

The following procedures have been developed to manage your financial obligations effectively.

The "Federal Truth in Lending Disclosure Statement," as required by Federal Law, must be signed by the Party Responsible for Payment at the time of enrollment.

Payment is the responsibility of the Designated Party in this Financial Agreement Form.

The Party Responsible for Payment agrees to pay monthly tuition and annual fees to Centerville Baptist Preschool and/or Extended Child Care Ministries (ECCM) to cover school and child care services.

Tuition payments will be made through our credit card system. An automatic monthly billing plan will be created to charge your account on the 28th of the previous month of attendance with a 0% interest rate.

Should the credit card connected to the billing plan be declined or expire, the Party Responsible for Payment will need to contact the school with new credit card information by the 1st of the month. If acceptable arrangements for payment have not been made by the 1st of the month, additional fees may be incurred and instruction may be discontinued until such time as payment has been rendered.

Payments will continue for vacations, weather delays/closures, etc.

Additional fees may be incurred for excessive or repeated tardiness for end of day pick up.

In the event that collection or other legal procedures are instituted, the Party Responsible for Payment agrees 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

Parent Authorization & Medical Release

I hereby give permission for _____ to participate in events, activities and field trips with Centerville Baptist Preschool & Kindergarten/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 & Kindergarten, 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 & Kindergarten/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
(signature required next page)

ENROLLMENT REQUIREMENTS

Age Based Classes

Children are eligible for preschool and kindergarten classes based on their age by September 30th. This is in accordance with the Commonwealth of Virginia date of birth standard.

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.

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 at the time of enrollment. Failure to provide the documentation by the first full week of school must be reported to the local law enforcement agency.

Legal Authorization

Centerville Baptist Church Preschool and Kindergarten 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 verbal or written 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 transportation.

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.

(Continued next page. Signature required.)

POLICIES AND PROCEDURES (continued)

Sick Child Policy

The Directors and teachers will screen children daily for symptoms of illnesses. For children that show signs of illnesses, the parents/guardians will be contacted and the child will need to leave the facility within 30 minutes.

If a child becomes ill during the morning hours of preschool and kindergarten, parents will be notified and the child will remain with a school 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 a written letter from a physician is provided.

Medication

If the child needs medication during the day, such as 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 created by the doctor must be turned in with the medication form as well.

Security Precautions

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

School Delays & Closings:

When inclement weather causes Chesapeake Public Schools to delay for one hour, Preschool, Kindergarten and Extended Care programs will delay opening for one hour. When Chesapeake Public School delay opening for two hours, preschool and kindergarten will be closed; while Extended Child Care will open on a two-hour delay. Similarly, if Chesapeake Public Schools close due to inclement weather, all programs will be closed.

Preschool and Kindergarten will be closed for holiday observations as noted on the school calendar.

Extended Child Care will be closed on the following holidays:

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

I verify by signing that I have read and understand all Requirements for Enrollment as well as Policies and Procedures established by Extended Child Care, Preschool and Kindergarten as stated in this package.

Parent/Guardian Signature

Date

757.482.7595

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