



# Childcare and Early Education

## Parent/Student Handbook

### 2022-2023

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## LETTER FROM THE PRINCIPAL

Dear Parents,

**Welcome to Centennial Baptist Schools!** As you begin your school year and participate in academics, social activities, and chapels my hope is that all of these things will contribute to your overall growth and experience at CBS. It is important to remember that everything is built upon the true cornerstone, Jesus Christ (Isa. 28:16). We continue the tradition of having a Christ-centered approach in all that we do, so that we can challenge our students to grow academically as well as spiritually.

The handbook that is before you serves to show you the guidelines and code of conduct of the junior high and high school. We always strive to present a Christ-centered focus, and thus we have scripture references throughout our handbook. Our school verse reminds us “And Jesus increased in wisdom and stature, and in favor with God and man” (Luke 2:52). This is why it is important to use the Bible in guiding our school and its vision.

CBS partners with parents in the growth and admonition of their children, so we ask that parents please be sure to take the time to read this handbook, as it will be our guide throughout the year. I look forward to the excitement and joy of guiding CBS as the principal this year (Heb. 13:7).

Thank you for spending time reviewing our handbook as we strive for excellence in all that we do.

Sincerely,

Tyler Smith  
Principal

## **LETTER FROM THE DIRECTOR**

Dear Parents,

We are honored to have your family as a part of our daycare and preschool program. We strive daily to meet each child's needs. Understanding that this time in your child's life is a very significant step in their growth, our programs are designed to give each child a great opportunity for a well-rounded, loving Christian environment.

What a child learns in these early years will set the pattern for a lifetime. In these early years, a child begins to learn how to read, write, and speak; how to cooperate and take directions; and how to share and interact with others.

It is our goal to team up with parents to help provide the best care and education during these early years for your child. If you have questions or concerns, please feel free to call or to speak with us at any time.

Sincerely,

Rose Tilford  
Early Education Director

### **STATEMENT OF PURPOSE**

Centennial Baptist Schools is dedicated to providing a Bible-centered education where students are challenged to grow in their relationship with Christ, develop their academic and social abilities, and are challenged to impact those around them for Christ.

### **SCHOOL VERSE**

"And Jesus increased in wisdom and stature, and in favor with God and man."  
Luke 2:52 (KJV)

## **CENTENNIAL BAPTIST SCHOOLS BOARD**

CBS is a ministry of Centennial Baptist Church. The administration and teachers of Centennial Baptist School believe they are privileged to have an outstanding school board. The members of the board are as follows:

Scott Watanabe

Steve Wester

Sid Rochlitz

Bri Katzenberger

Kristen Oostra

### **ADMINISTRATION**

Tony VanManen – Lead Pastor

Tyler Smith – Principal

Jo Holloway – Vice Principal, Athletic Director

Rose Tilford – Early Education Director

Bianca Jacquez – School Office Manager

### **PARENT-TEACHER ORGANIZATION LEADERS**

Jenn West – President

Holly Mote – Vice President

Kristen Story – Secretary

Colleen Miller – Treasurer

## ABOUT CENTENNIAL BAPTIST SCHOOLS

Centennial Baptist Schools (CBS) is a ministry of Centennial Baptist Church, an unaffiliated Baptist church, and is a member of the Association of Christian Teachers and Schools (ACTS) and subscribes to its statement of faith. For the CBS complete statement of faith please inquire at the office or go to our website: [www.centennialbaptist.education](http://www.centennialbaptist.education).

CBS is accredited through ACTS, the National Council of Private School Accreditation (NCPA), and Cognia. CBS is also a member of the Association of Christian Schools International (ACSI).

### CORE VALUES

**Distinctly Christian:** We provide a Christ-centered, God honoring environment.

**Teaching the Truth:** We recognize the Bible is the inspired and inerrant Word of God.

**Academic Excellence:** We pursue excellence in who we are and everything we do.

**Service-Minded:** We are committed to serving others, following Christ's example.

**Partnering with Parents:** We recognize the home as a child's primary educator and strive for parent collaboration.

### EDUCATIONAL PHILOSOPHY

The educational philosophy of CBS is based on the conviction that God exists and that He has revealed himself to humankind. God's revelation to humans is three-fold. He has revealed Himself through creation (Romans 1:20), through the Bible (Hebrews 1:1), and through his Son, Jesus Christ (Hebrews 1:2). Because God has revealed Himself through creation, we believe that school subject matter should be revelatory of God (Psalm 19:1-2). Since all subject matter is revelatory of God, there is no such thing as a "secular" subject.

God has revealed Himself even more particularly through His Word, the Bible (1 Corinthians 2:9-11, 13; 2 Peter 1:20-21). The Bible is therefore taught as a school subject and is considered to be inspired in every word and is authoritative (2 Timothy 3:16). The Bible is a source book for all subjects and is considered the sole authority when it touches upon any subject (John 17:17). When a student has the Lord as the foundation of their life, they can better appreciate and assimilate knowledge. At CBS, they are taught by teachers who have the Lord as their foundation. They can, therefore, effectively communicate God's truth.

God's final and most complete revelation of Himself is through His Son, Jesus Christ. We believe the way to God is through Christ (John 14:6) and that every student needs to establish a personal relationship with Jesus Christ as Savior.

We believe that truth stems from God and is absolute in character. Therefore, we desire every student reach the following goals: (1) discern the truth based upon God's Word, (2) master the facts involved, and (3) apply these truths to his or her own life and circumstances.

### MATTHEW 18 PRINCIPLE

If you have a problem/concern in the classroom we encourage our families to

interact with their students' teachers first, and if the problem persists or goes unresolved then direct it to the Director immediately. We strive to resolve any issues promptly. The grievance structure is as follows:

1. The issue is discussed with the child's teacher (if classroom related).
2. If unresolved, it should be brought to the Director's attention.
3. If the parent remains unsatisfied, a request may be made to the principal to discuss the grievance.
4. If still unresolved, a request/letter may be given to the school board and the school board will discuss the grievance and reach a final decision.

### **CENTENNIAL'S TESTIMONY**

The desire of CBS is to be recognized by our local community as a school that is deeply committed to developing individuals that impact those around them for Christ and that produces strong Christian leaders in every aspect of life and field of endeavor.

To achieve this goal, our staff strives:

1. To help each student develop a strong, personal relationship with Jesus Christ.
2. To help each student reach their full potential through the development of personal discipline skills.
3. To give each student a challenging and well-rounded education and to learn how to interpret them in the light of Scripture.
4. To train each student to interpret all of life within a biblical framework.
5. To train each student how to make godly life decisions.
6. To train each student to interact with others in a godly manner.
7. To encourage each student develop a love for learning and a respect for academic discipline.
8. To maintain a strong, academically challenging program.

## **PRESCHOOL CURRICULUM**

### **SPIRITUAL INSTRUCTION**

Bible classes consist of prayer, Bible stories, and the learning of Scripture verses. Special time is allotted each day for this instruction. Our primary textbook is God's Word, supplemented by excellent Bible curriculum.

Bible teaching is applied to classroom and playground situations. For example, in the classroom, if a child is wasting time, the teacher may say, "Johnny, God says, *'Whatsoever thy hand findeth to do, do it with thy might.'*" We have found that this has a positive influence in the behavior of the child.

<b><i>LANGUAGE</i></b>	Basic reading, listening, and writing skills are introduced along with the ability to follow multiple step instructions.
<b><i>NUMBERS</i></b>	The basic meaning, recognition, and writing of numbers (up to 100 by K4) and shapes are introduced.
<b><i>MOTOR SKILLS</i></b>	Copy basic shapes, correct grip on pencils/crayons, cuts paper, able to hop and stand on one foot, skip, speak, etc.
<b><i>SOCIAL SKILLS</i></b>	Learns to play well with others, wait their turn, follow routines, shares, listen and help put things away.



## **ACADEMIC POLICIES**

### **PROCESS FOR ADMISSION**

In order for a student to be considered for admission to preschool, an application form for enrollment must be completed and submitted through FACTS, along with the application and registration fees. CBS admits students of any race, color, and national or ethnic origin. Acceptance typically depends on class sizes, academics, and/or disciplinary history.

**K-3 students** must be three years old by September 15, must show a state-certified birth certificate, and must submit proof that immunizations are current.

**K-4 students** must be four years old by September 15, must show a state-certified birth certificate, and must submit proof that immunizations are current.

### **PROGRESS REPORTS**

Progress reports are available upon request. Teacher/parent communication is encouraged, and conferences can be scheduled as warranted. Please see the school calendar for these dates.

### **STUDENT REPORTS**

Daily reports for children 2 years and younger highlight the activities your child engaged in during that day. A weekly envelope for ages 3 and up is given with finished work and a class newsletter.

### **SUPPLY USAGE**

Included on the daily report are a few basic need items to maintain. In an effort to ensure your child has a stocked personal bin, please review your child's daily sheet for any necessary items to be restocked.

In an effort to care for your child, we maintain a small stock of diapers, pull-ups, and various sizes of clothes in the event a child does not have replacements. In the event your child requires center diapers/pull-ups, your account will be charged \$5 per day your child requires center supplies. In the event your child returns home in center clothes, please wash and return them as soon as possible to his/her teacher.

# SCHOOL ATTENDANCE GUIDELINES

## ABSENCES

When a student will be absent for *any* reason, the office must be notified before 9 AM on each day of absence. In case of absence, the day the student returns, the parent should send a **dated** note to the teacher explaining the reason for the absence. Every effort should be made to schedule appointments, family vacations, trips, and so on so that they will not interfere with school hours.

## WEATHER POLICY

In most cases if the Caldwell, Nampa, or Vallivue School Districts close due to inclement weather, then we will also be closed unless deemed safe for CBS by the administration. Information about closures can be located on KTVB or 89.5 FM KTSY.

## HOURS OF OPERATION

Centennial's hours are Monday through Friday, from 6:45 AM – 6:00 PM. 8:00AM – 3:00 PM are the standard Early Education hours. Centennial is an extended program designed to service the growing needs of families with children between the ages of 1 and 4 years of age. **Staffing is planned according to how many children are registered, so drop-ins are not allowed.**

Centennial is open year-round with two separate sessions, a School Year and Summer Program. Our School Year begins in Mid-August and ends in Late May. The traditional preschool follows the CBS calendar. If you need care on the days the traditional school is not in session, prior arrangements will need to be made with the director. Our Summer Program runs June through Mid-August. We are CLOSED on the following days: Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Day, Memorial Day, and 4<sup>th</sup> of July.

We will post sign-up sheets two weeks in advance for other holidays (including Christmas break and Spring break) to determine the number of staff required. IF YOU DO NOT SIGN UP FOR CHILD CARE DURING THESE BREAKS YOUR CHILD MAY NOT BE PERMITTED TO ATTEND DUE TO INSUFFICIENT STAFFING.

## ARRIVAL AND DEPARTURE PROCEDURES

At no time is a child to be picked up by anyone other than parents or guardians, unless the office is notified. Preschool students should not arrive **earlier than 7:45 AM** unless they are enrolled in the before/after school program. If students must be dropped off before 7:45 AM, they are to go to the Daycare entrance. Students are to be picked up by **no later than 3:15 PM**. Children who are left after 3:15 PM will be sent to after care and charged accordingly. All students must sign in/out at the office when arriving late or leaving early.

## BEFORE/AFTER SCHOOL CARE

The Before/After School Care Program has been set up so that it may be of special help to those parents who work. It is for students through age 12. The hours for the Before Care are 6:45-7:45 AM, and 3:15-6:00 PM for after school care. **Any students who have**

**not been picked up by 3:15 p.m. will be taken to the After School Care services and charged accordingly.** The after-school supervisor will sign students in, and a parent must sign them out at the time of departure.

In order to help insure the safety of the students, we will release the children in the After School Care program to the following:

1. A child's parent
2. A person designated on a child's release form (*A person may also be designated on a note which has been written, signed, and dated by a child's parents*).

**PLEASE NOTE:** For those staying past 6 pm, \$2 will be charged for every minute past closing.

### **CLOSED CAMPUS**

Once a student arrives on campus, they are not to leave without permission for any reason. If they must leave, they must first check out with the school office. Students must bring a parental note to the school office before leaving the campus, or a phone call from the office to the parent will suffice as well.

## **HEALTH POLICY**

### **IMMUNIZATIONS**

For your child/children's enrollment to be accepted, a copy of current immunizations must be attached to this application. PLEASE KEEP IMMUNIZATION RECORDS CURRENT AND TURN IN A COPY TO THE OFFICE WHEN UPDATED.

### **MEDICINE AND ALLERGIES**

If a child needs to have medicine administered during the day, we must have written authorization and dosage information from the legal guardian. Medication must be clearly labeled with the child's name and given to the front office; medication will be dispensed by the school. DO NOT place medications in a backpack or bag. The medication may be returned personally at the end of the day. A medication log (stating when your child received their dosage) will be attached to the medication. Centennial WILL NOT administer medication to lower a child's fever while in our care, unless the guardian is in transit to pick him/her up.

If your child has allergies, please alert the Center to what your child's needs are so we can make the necessary arrangements to protect your child. We need to record this information on your child's enrollment form. All allergies and special medical concerns require an Individual Health Care Plan.

### **DISEASES AND ILLNESS**

To ensure (as best we can) that illnesses do not spread, please keep your child at home when he or she is ill. We are concerned with the well-being of all children in our care, as well as the staff, and we request that everyone take precautions to prevent the spread of germs and contagious illnesses. Please do not medicate and send your child to school if your child is unable to participate in daily class routines.

Certain symptoms in children may suggest a communicable disease. Children who have the following symptoms should be kept home until a doctor has decided that the symptoms do not indicate a communicable disease, the child is no longer contagious, or the symptoms have disappeared. We may request a doctor's note indicating that your child is no longer contagious and may return to the center.

- **FEVER** — oral temperature of 100 degrees or higher, especially when accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. If your child has a fever, they will be allowed to return 24 hours after the fever has broken and are otherwise symptom-free.
- **RESPIRATORY SYMPTOMS** — difficult or rapid breathing or severe coughing...child makes high pitched croup or whooping sound after they cough...child is unable to lie down comfortably due to continuous cough.
- **DIARRHEA** — an increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.
- **VOMITING** — one or more episodes of vomiting within the previous 24 hours.

- EYE/NOSE DRAINAGE — thick mucus or pus draining from the eye or nose.
- PINK EYE — eyes are red and are secreting thick mucus or pus. The child may return 24 hours after the treatment has begun.
- SORE THROAT — sore throat, especially when fever or swollen glands in the neck are present.
- STREP THROAT — red and irritated along the esophagus. The child may return 24 hours after treatment has begun.
- SKIN PROBLEMS — RASH — skin rashes, undiagnosed or contagious.
- INFECTED SORES — sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.
- PERSISTENT ITCHING — or scratching of body or scalp.
- CHICKEN POX — pimple like blisters filled with pus spread out throughout the entire body. All pox must be crusted over and no fever present before the child returns to class.
- LICE — small milky-white flea-sized bugs that attach themselves to hair follicles. The child may attend after treatment and when all nits have been removed.
- RINGWORM, SCABIES — raised red rashes or hives, may be in a circular shape. The child may attend when treatment has begun.

If your child becomes ill, we will move them to a quiet supervised area away from the other children. We will notify you or someone on your contact list and request that you make necessary arrangements to pick up your child immediately. We DO NOT release children to persons not listed on the Emergency Information card, and we may require photo identification to confirm the identity of your emergency contacts. Please inform the staff within 24 hours if your child is diagnosed with any communicable or childhood diseases. This will enable us to alert other parents to be on the lookout for possible symptoms in their children. Parents will be notified if their child has been exposed to an infectious or communicable disease and of what symptoms to be aware. We will also sanitize the affected child's classroom. Centennial reserves the right to determine when a child who has been sick can return.

## **GENERAL SCHOOL POLICIES**

### **PROTECTION OF CHILDREN**

For security reasons, parents should not remain on the property after dropping children off. Parent volunteers are an exception to this policy.

### **VISITORS AND VOLUNTEERS**

Every visitor must first obtain office approval and receive a Visitor's Pass before being allowed on the campus grounds. The Visitor's Pass must be visible at all times. Visitors must abide by all school policies and rules while on school grounds. This includes dress code and other issues outlined in the Code of Conduct. Visiting on campus is restricted to breaks and lunch only, unless prior approval is granted by the Administration. Anyone not employed by or enrolled in CBS will not be allowed to loiter on school grounds during school hours.

### **FIRE DRILL**

1. When the fire bell rings, immediately stop work.
2. Follow the teacher's directions regarding evacuation procedure.
3. Leave books and other articles on the desk top; take keys and purses.
4. Form a single-file line; leave quickly and quietly for the designated outdoor classroom line-up area.
5. Remain quiet and orderly so that all may hear necessary instructions.
6. When the designated area for the classroom is reached, turn and face the buildings while remaining in a single line.

### **LOCK DOWN – INTRUDER DRILL**

In case of an emergency, the Administration will announce a lock-down over the public address system. Teachers will lock all doors and windows and direct students to a location in the classroom away from the doors and windows. Students and teachers are to remain in this posture in absolute silence until the all-clear public announcement is given. During the lock-down neither the teacher nor the students are to open the door to anyone that is asking to be let in. Students outside of their classrooms are to find the nearest classroom before it is locked or to find the nearest cover of safety.

### **LOST AND FOUND**

Books, clothing, and items of value should be clearly labeled with your child's name. Properly labeled items will be returned to the owner. Lost and found items will be placed in a designated area, and smaller more expensive items will be placed in the office. Items that have not been retrieved by the end of each month will be donated.

Please check the lost and found periodically for anything that might have been misplaced. The lost and found is located in the office on the lower level of the school building.

## **DRESS CODE**

Comfortable, washable play clothes are necessary for school. Dress your child for an active day. Please keep in mind that we do many fun things, and sometimes children get messy and dirty. Children may want to “dress up” for special school events. We will attempt to minimize “messy” play or activities on these special days.

Other tips worth remembering include having your child dress in clothing that is easy for them to remove to tend to their own toileting needs. Provide appropriate outerwear, as most days will include outside play. All jackets, sweaters, and caps should be clearly marked with your child’s name. Flip-flops are dangerous on active feet and inappropriate for school except on special days. Loose-fitting jewelry, especially necklaces, is also a hazard for young children and, therefore, best not worn to school. We ask that children not wear clothing representing values contrary to Biblical principles (i.e. – violence, alcohol advertisements, etc.). Finally, helping your child choose clothes for school is a great opportunity to begin lessons in modesty (girls wearing shorts under skirts and dresses) and the appropriateness or inappropriateness of some clothing styles. Shoes must be worn at all times. Make-up is not permitted, Hats or hoods may not be worn inside the building at any time.

Infraction of the dress code will result in a student being asked to correct it before being allowed to attend class. Parents will be notified to bring a change of clothes to the office. If they are unable to do so, the school may provide clothing. Speak to the director if you have questions about our dress policies.

## CODE OF CONDUCT

Centennial expects the cooperation and respect of students and parents in the enforcement of the Code of Conduct. Physical discipline is not used. Time outs, redirection, good behavior incentives, and other techniques to ensure positive growth will be used. Our goal is to build a constructive foundation for children to use throughout their life.

Behavior such as biting, pinching, foul language, intentional spitting, intentional injury to another child, or disrespect to staff or others will not be tolerated. Staff will send home incident or accident reports in the case of the negative behaviors listed above, or if other concerns merit it.

### STUDENT STANDARD OF CONDUCT

A student may be refused admission, dismissed, or expelled, or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined by the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

### PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are first to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator, ministry staff, or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

**1st Incident** – Note home to parents/guardians

**2nd Incident (same issue)** – Guardians will be notified; a note will be sent home.

**3rd Incident (same issue)** – Guardians will be notified to pick up the child immediately, as well as a one-day suspension.

**4th Incident (same issue)** – Conference with the guardians about possible expulsion will take place.

We may choose to conference with guardians to discuss any severe or unusual behavior. We care about ALL the children in our care and want the best for them. We strive to help children develop and grow through their behavioral issues. The preschool classes use a red light/yellow light/green light system for behavioral issues.

### SUSPENSIONS

The severity of the offense will determine whether the infraction merits a detention, an in-school suspension, or an out-of-school suspension. The decision will be made by administration.



Bullying/fighting (physical and verbal)  
Inappropriate language  
Physical aggression  
Exposure/inappropriate touching  
Willful disobedience of rules  
Uncooperative spirit  
Disrespect to staff/volunteers  
Honesty issues such as lying and cheating

Destruction of school property  
Theft/attempted theft  
Intentionally starting a fire/false fire alarm  
Setting off firecrackers/smoke bombs  
Dangerous items carried on person  
Passing of medications  
Repeated lower infractions  
Repeated immodest

### **POSSIBLE EXPUSION**

Possession of weapons  
Possession of drugs/alcohol/tobacco  
Extreme vandalism  
Possession of obscene literature

Unwillingness to follow school principles  
Repeated lower level infractions  
Passing of medications  
Computer sabotage

### **TERMINATION/WITHDRAWAL**

A child's enrollment may be terminated over (but not limited to) severe and repeated misbehavior and parents non-compliance with program policies. Staff will work with children in a positive manner, but children who do not respond positively and who create dangerous situations for themselves and/or others may be accommodated in another setting. Additionally, our staff will strive to be cooperative with parents, but if a parent disregards request for compliance and cooperation or acts in an inappropriate manner towards staff or enrolled children, enrollment may be terminated immediately.

### **RECOMMENDED WITHDRAWAL**

Consistent academic problems  
Consistent behavioral problems

Consistent social problems  
Consistent attendance problems

### **CARE OF PROPERTY**

A genuine care and respect for private property is to be exhibited at all times by our students. A student defacing or writing names on school property will receive the appropriate punishment. Willful damage to or destruction of school property or of another student's property is not acceptable. All damage must be paid for, whether willful or accidental. This includes damage caused by horseplay. A minimum of \$50 may be charged, depending on the damage.

### **RESPECT TO TEACHERS**

Teachers should always be addressed as Mr., Miss, Ms., or Mrs both on and off campus, during school hours, and after school hours. No type of nickname will be tolerated in reference to a teacher or an administrator. Any form of disrespect to teachers or any staff members may bring swift consequences.

### **GENERAL SCHOOL RULES/POLICIES**

1. Napping: Please bring your child a nap mat that can remain at the center for the week. The two-year old room is a transition room for pacifiers, cups, and other nap

time needs. Children are allowed to have these for a period, then slowly transition them in preparation for the three-year-old room. If your child is not potty-trained, then please provide enough diapers or pull-ups for your child daily. 2-year-olds are offered a potty break every hour to two hours, depending on activities.

2. **Safe Infant Sleep:** Providing infants with a safe place to grow and learn is very important. For this reason, Centennial has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). The staff follows the AAP safe sleep policy.
3. Students are not to bring unnecessary/extra items to school which have or tend to have a distracting influence. This includes (but is not limited to) such items as books or magazines, toys, electronics, gaming devices, water guns, skateboards, etc. (If you are not sure, consult Administration prior to bringing it on campus).
4. In the interest of school and individual student and staff safety, if the school has reasonable cause, Administration may inspect students' backpacks.
5. For maintenance purposes, the chewing of gum is not allowed on campus at any time.
6. Snacks and beverages (other than water) are not allowed in the classroom. All food, snacks, and drinks may only be consumed in the designated lunch/snack areas.
7. **Photography & Media:** We use our website and social media outlets such to promote activities at CBS. By enrolling your student, you understand that their picture may appear on one or more of these outlets for the use of promotion. In addition, your child's photo may be used within the classroom for educational purposes. Slander and negative comments posted on these sites are not tolerated and could be grounds for student dismissal or legal action.

### **PHYSICAL CONTACT/IMMORALITY**

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes, but is not limited to, immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender since birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

#### *Definition of "immoral act"*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

*Definition of "identifying statement"*

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral; words to that effect including language or behavior that a reasonable person could believe is intended to convey the statement that a student engages in or has a tendency or intent to engage in, immoral, transgender, and/or homosexual acts.

**Examples:**

"I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender," "I identify as another gender." Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal.

*Definition of "identifying act"*

Any act taken by a student that shows a tendency toward, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

*Examples:* Wearing apparel and/or accessories that show and/or imply support for homosexual, transgender, and/or other immoral behavior. Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student's naturally-born gender. Attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally-born gender. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal.

## FINANCES

We are unable to provide a reduction in the case of a prolonged absence. The early withdrawal fee will be \$350 (per student) for withdrawn students within 90 days of enrollment, after 90 days a \$100 per student withdrawal fee will be charged. If a student is withdrawn from the school, tuition will be discontinued on the date the withdrawal form is signed. Any excess tuition will be reimbursed after all textbooks are returned, lunch fees and any additional fees are paid in full. Please make all fees payable to CBS by cash, check, or money order. Annual tuition is divided into nine monthly payments. All of our billing is done through FACTS. Payments can be made to them directly, or brought to the office.

1. Credit card payments must be made over the phone to FACTS: 866-441-4637
2. The 12-month plan begins June 1<sup>st</sup>, and the 9-month plan begins September 1st.

**All payments are due by the 1st or 15th of the month. Payments are considered late if not received within 8 calendar days of the due date.**

*\*CBS reserves the right to charge for late fees, lost item fees, after-school care, and returned checks.*

### LATE PICK UP

You will be charged \$2 per minute per child for each minute past 6:00 p.m. We understand that sometimes parents have needs that arise and there may be times where a parent is late to pick up due to unforeseen circumstances. If you are going to be late to pick up, please call the center as soon as possible and review our late pick up policy:

- 1 offense: Fee charged and conversation with parents
- 2 offense: Fee charged and one day suspension for all children enrolled
- 3 offense: Fee charged and recommended withdrawal

Breakfast is offered from 7:00 AM – 7:30 AM only. Please understand the need for this cut-off time and provide your child with breakfast from home if needed. Lunch is served until 11AM. If your child is arriving after 9:00 AM, please call ahead or inform his teacher to add him to the lunch count. If your child arrives after Noon, please feed them prior or send a lunch with them.

### INSUFFICIENT FUNDS POLICY

There will be a \$25.00 charge through FACTS for any check that is returned to us or for any account which has insufficient funds when a payment is posted. If three checks are returned due to insufficient funds, future payments will only be accepted in the form of cash, money order, cashier's check, or debit/credit card.

### PRIOR YEAR'S TUITION

Student financial accounts must be current for registration and placement to be secured for the following year. If the prior year's tuition is past due, transcripts cannot be released.

### PAST DUE ACCOUNTS

CBS may request that any family who is consistently behind in its monthly tuition

payments pay tuition on a semester basis beginning with the next semester.

*A delinquent penalty of \$55.00 will be added to the unpaid balances on the 9th or 23rd day of each month. IF ALL TUITION AND FEES ARE NOT PAID BY THE 1st OF THE FOLLOWING MONTH, YOUR CHILD OR CHILDREN MAY BE SUSPENDED UNTIL THE BALANCE IS PAID IN FULL. All report cards, transcripts, and records will be held in the office for students who have delinquent accounts with the school.*

### **COLLECTIONS**

If the debtor becomes delinquent and payment is not made on amounts owing under the terms of the agreement, the account will be turned over to a collection agency. When the balance is placed with a licensed collection agency, the debtor agrees to pay the fees of the collection agency, which amount is agreed to be 50% of the outstanding balance at the time the account is placed for collections. The 50% collection agency fee will be calculated and added at the time the account is placed into collections.

### **LEGAL**

Should legal action, for any reason, be taken against CBS or any employee or agent thereof on a child's or parent's behalf, and the school or its agent are not found at fault, the parent or legal guardian agrees to pay any attorney fees, court fees, damages, or other costs that Centennial or its agent should incur to defend itself against such action.

## **WAIVER/RELEASE FOR COMMUNICABLE DISEASES**

Centennial Baptist School has put in place preventative measures to reduce the spread of COVID-19 including following the directives and guidelines from the Governor and the Southwest Idaho District Health Department. However, Centennial Baptist School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending and participating in in-classroom instruction and sanctioned extra-curricular activities ("School") could increase your risk and your child(ren)'s risk of contracting COVID-19.

You and/or your child(ren)'s participation and attendance at school is voluntary. Further, you and your child(ren) are required to abide by directives designed to lower the risk of COVID-19 exposure which may include any of the following measures: wearing masks, social distancing, washing hands, non-sharing of equipment, wiping down all shared equipment or surfaces after each use, etc. These specific directives will be provided to you by CBS Administration, Teachers, and Coaches. If you fail to follow these directives, you will forfeit you and your child(ren)'s right to continued participation in school.

In consideration of being allowed to participate in school the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I, FOR MYSELF AND THE CHILD(REN) NAMED BELOW, KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I, for myself and the child(ren) named below, willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and my child(ren) named below, and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS Centennial Baptist School, their officers, officials, agents, coaches and/or employees, and other students of Centennial Baptist School ("RELEASEES") WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I, FOR MYSELF AND THE CHILD(REN) NAMED BELOW, HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

This is to certify that I, as parent/guardian, with legal responsibility for this student, have read and explained the provisions in this waiver/release to my child(ren) including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, I and my child(ren) understand and accept these risks and responsibilities. I for myself, my spouse, and child(ren) do consent and agree to his/her release provided above for all the RELEASEES and myself, my spouse, and child(ren) do release and agree to indemnify and hold harmless the RELEASEES for any and all liabilities incident to my minor child(ren)'s presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE to the fullest extent provided by law.



## **CBS HANDBOOK ACKNOWLEDGEMENT FORM 2022-2023**

Please review the attached Centennial Parent/Student Handbook, and sign below as indicated. review and expressed agreement with the Parent/Student Handbook is a condition of enrollment/re-enrollment. Attendance at Centennial Baptist Schools is viewed as a privilege that may be forfeited by any student who does not abide to the standards and procedures of the school.

By signing below, we acknowledge that we have read, understood, and agree to abide by the expectations and policies expressed in the Parent/Student Handbook.

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_