



**Calvary Baptist Church Academy  
Preschool Handbook  
2022-2023**

**407 Marley Station Road  
Glen Burnie, MD 21060**

**410-768-5306  
[www.cbcaKnights.org](http://www.cbcaKnights.org)**

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**Preschool Handbook**  
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*Pastoral & Administrative Staff*

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*“...For the Word of God, and for the testimony of Jesus Christ.”*

### **Mission and Purpose:**

The Mission and Purpose of Calvary Baptist Church Academy is to educate students spiritually, scientifically, historically, and philosophically in the light of God's truth, and to aid other churches and parents that desire the same. We are accomplishing this by:

- 1) using Christ-centered curriculum;
- 2) employing a godly, separated, dedicated and qualified staff;
- 3) viewing the parents and the church as an integral part of that education; and
- 4) utilizing all possible resources that will advance and enhance the educational experience.

### **Tuition and Fees:**

Registration, materials, and cot fees are paid to our finance office. Tuition is paid on the Friday before the week in which the student will attend. Tuition payments must be paid through FACTS Management.

Payments will be pulled beginning on the Friday before the first day of school, and ending when 40 payments have been made for the 40 week program, or when 48 payments have been made for the 48 week program. Parents must choose the 48 week program to attend summer session (no tuition payment on the Friday before Christmas because of Christmas break).

Any tuition not paid on time will be charged a late fee of \$15.00. If three consecutive payments are missed, the student must be withdrawn from school until all financial obligations are made current.

No records will be released until all financial obligations have been satisfied. Any non-sufficient funds will be charged a fee by FACTS of \$35.00 per attempt to resubmit.

### ***Previous Obligations***

A new student will not be enrolled in Calvary Baptist Church Academy if there is a previous financial obligation for a prior year or to another school.

A returning student will not be readmitted to the Academy until **all previous financial obligations are liquidated.**

### ***Special Circumstances***

If the child is withdrawn from school during the year, the parent pays all fees through the end of the month in which he/she is withdrawn. In the case of an unusual circumstance that hinders your ability to meet your financial obligation, such as a parent being laid-off from work, etc., the parent can appeal to the church Pastor who is the School President. The parent must meet with the Pastor, explain the problem, put in writing when the obligation should be resolved, and have the Pastor approve and sign the agreement.

### **Entrance Requirements:**

- Age:           Pre-K3 – your child must turn 3 years old before September 1  
                  Pre-K4 – your child must turn 4 years old before September 1

**Potty-Trained:** Students must be completely potty-trained. Children are not considered completely potty-trained if they have to wear pull-ups or if they have an accident one or more times per week. If your child has an accident, he must be able to change himself. If he is unable to do so, you will be called to assist in the situation. If your child is wetting himself on more than 3 occasions during naptime, you must provide a waterproof sheet or pads. Bedding must be washed and returned after each wetting incident.

**School Hours:**

6:30 a.m. – 7:40 a.m.	Morning Extended Care
7:45 a.m.	Doors open
8:00 a.m.	School day begins
11:30 a.m.	End of school for half-day students
3:00 p.m.	End of school for full-day students
3:00 p.m. – 5:30 p.m.	Evening Extended Care

**Morning Extended Care:**

Bring students to the K4 entrance facing the elementary building. Ring the doorbell and a worker will assist you. Sign-in your child. Please do not enter the classroom when you drop off your child. At 7:40 a.m., students will be escorted to their classrooms by the morning care workers and/or classroom aides.

**Morning Drop-off:**

Those who do not attend morning care will report directly to their classrooms beginning at 7:45 a.m. Enter in at the designated area located at the south end (near playground) of the modulars. Please do not enter the classroom when you drop off your child. Parents must sign children in on daily attendance form. Doors will be locked at 8:00 a.m. and students will be marked late after 8:00 a.m. It is important for students to be on time as it disrupts the morning class procedures.

**Lunch:**

Children will bring packed lunches from home.

**End of School Pick-up:**

Park facing the curb located parallel to the modulars and follow the teacher’s procedure for dismissal. Parents must sign children out on daily attendance form in classroom.

**Evening Extended Care:**

Those who stay for evening extended care will be taken directly from their classroom to the extended care classroom. Go to the designated Extended Care area to sign your child out. Please do not enter the classroom when you pick up your child. Students must be signed out no later than 5:30 p.m. A late fee of \$10 for every 15 minutes will be charged for those who pick up their child after 5:30 p.m.

**Snacks:**

There will be a mid-morning snack time each day. Snacks are provided by the parent. The teacher will advise when and how the snack time will operate.

**Parties:**

Birthday parties for individual students by parents must be approved by the teacher a week in advance. Class parties will be announced by the teacher.

**Field Trips:**

Parents are required to purchase a special t-shirt for their child to wear on each field trip. Parents attending the field trip and bringing a younger sibling must provide their own transportation.

**Chapel:**

Preschool classes will have chapel twice per month under usual circumstances.

**Inclement Weather:**

Any closings or interruptions to the school day will be posted on our school website ([www.cbcaughters.org](http://www.cbcaughters.org)) and broadcast on SchoolCast. If the school is on a delayed opening, morning care will open at 8:00 a.m. If school closes early, evening extended care will be open until 5:30 p.m.

**Curriculum:**

The ABeka Book curriculum is used for our Preschool (3-year-olds) and our Pre-Kindergarten (4-year-olds) programs. The highlights of the 3 and 4-year-olds program are Language Arts: Phonics, Reading, Language, Writing, and Poetry; Numbers; Developmental Skills; Bible; Music; and Arts & Crafts. If you visit the [www.abeka.com](http://www.abeka.com) website and click on the Scope & Sequence link at the bottom of the page, you may see a more detailed description.

**Discipline:*****Biblical Visual Discipline Plan***

A Biblical Visual Discipline Plan has been used by Christian schools throughout our country to help develop a consistent plan of classroom control. The system uses Biblical principles to bring about proper behavior. The system is based upon the three “R’s”-reward, reminder, and remorse.

- Reward - Certainly we are taught in God’s Word that good behavior and right living will be rewarded. This system helps to teach the student the same about his classroom behavior.
- Reminder - All of us make mistakes and children especially have a tendency to forget. The reminder tally is used to train students in good behavior. Whenever a violation of the rules occurs, students are given a reminder tally to place in their folder.
- Remorse - Whenever students have been reminded of poor behavior too many times, further action must be taken.

This system does provide a way in which Christian schools can teach self-discipline to the students. As is indicated in the title of the plan, this is a visual plan. With younger students, it is very effective to use some visual manner of displaying the tally system.

### ***Tally System***

- Tallies - Proper behavior is expected of all students. This is not always easy for some students. We will give the student a tally - a reminder to help him realize when his conduct is not what it should be. We trust that when the right way is shown to him, he will want to change accordingly. Tallies themselves are not punishment, but may lead to punishment if disregarded. Tallies are recorded on a “***VISUAL DISCIPLINE CHART***”.

### ***How I Act Discipline Code:***

- Hullabaloo (Yellow) **1 Tally**  
Consists of noise, which is disturbing and/or distracting to the class. Example: tapping of pencil, unnecessary rattling of papers, burping, yawning, screaming, loud talking, etc.
- Out Of Order (Orange) **1 Tally**  
Anything that the other rules do not include. Example: getting out of line, throwing things, passing notes, littering, eating at undesignated times and places, out of seat without permission, working on unrelated materials, etc.
- Work Not In (Green) **1 Tally**  
Homework or class assignment not in on stated date and time, being unprepared (books, paper, pencil, gym clothes, etc.).
- Intentional Disobedience (Red) **6 Tallies/1 Demerit**  
Open defiance or absolute refusal to obey a rule or direct command. It also applies to any happening of a serious nature such as cheating, lying, fighting, etc. Students will be dealt with immediately and appropriately.
- Attitude Lacking (Light Blue) **1 Tally**  
Facial expression which shows defiance, sneering, a haughty spirit, an uncooperative attitude, student slamming doors, worldly conversation, insolence, negativism, sarcasm, and similar

expressions which do not express Christian love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control.

- **Courtesy Lacking (Dark Blue)**

**1 Tally**

Action affecting staff, teachers, and peers; i.e. student passing between two people and not excusing himself, rudeness, inconsiderate behavior, lack of manners or other expressions which do not express Christian love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control.

- **Talking (Pink)**

**1 Tally**

Any talking without permission from the time the bell rings in the morning. Talking will be permitted only after the teacher or other person in charge recognizes a raised hand. At times, blanket permission may be granted by the teacher for students to talk.

- **Late (Brown)**

**1 Tally**

School begins at 8:00 A.M. If a student arrives to school after the 8:00 A.M. bell has rung, they will be considered late. If they arrive to school after 11:15 A.M., they will be marked absent.

How Many Tallies Are Too Many? Six tallies in one day or ten tallies in one week are too many. This matter is very serious and the administration may see the student for disciplinary reasons. Tallies are tabulated on a weekly basis.

The Intentional Disobedience Tally = 1 demerit

These tallies are more than a reminder to the student. Worth 6 tallies each, these may warrant a trip to the Principal, who will deal with the student appropriately.

### **Cumulative Tally and Demerit Chart of Consequences:**

10 Tallies in one week =	1 Demerit *
6 Tallies in one day =	1 Demerit *
5 demerits =	1 day suspension

6 demerits =	2 days suspension
7 demerits =	3 days suspension
8 demerits =	5 days suspension
9 demerits =	expulsion

All demerits are given at the discretion of the administration in conformity with the handbook. Parents will be notified when their child receives a demerit.

If your child becomes physical, destructive, uncontrollable, and/or uncooperative, they will be either given a demerit, be suspended, or asked to withdraw if the behavior is repetitive or extreme. If your child is having a day where he is not cooperative, you may be asked to come and remove him for the day.

If a student receives 4 or more demerits in the first quarter, he may be expelled.

## **Dress Code**

### ***General Guidelines:***

- Parents must bring a change of clothing that can be kept at the school in case of emergency.
- Shoes must be closed-toed. No sandals. A student must be able to tie his or her own shoes or use Velcro.
- Socks must be worn with shoes.
- No hoodies are allowed for indoor wear.
- Students may not wear clothing imprinted with questionable messages, symbols, or pictures.
- Boys may not wear earrings or have other piercings or tattoos.
- Girls can wear one pair of earrings. No other piercings or tattoos are allowed.
- Clothing with holes, rips, tears, or is frayed as a design style is prohibited.
- If your child does wear something that is unacceptable, you will be notified and they must wear their emergency change of clothing or you must bring them a change of clothing. Your child will be expected not to wear that item in the future.

### ***Boys:***

In accordance with I Corinthians 11:14, a boy's hair must be cut and combed in a neat manner.

- Hair must be trimmed above the shirt collar and above the ears. It must not touch, cover, or hang over the upper ear.
- Hair must not hang down below the eyebrows.
- Hair must be one natural color.



No earrings, nose rings, or tattoos are permitted.

***Boys Clothing:***

- Collared shirts, t-shirts, sweaters, or sweatshirts may be worn.
- Pants or shorts must be dress or casual.

***Girls:***

- Skirts with blouses, dresses or jumpers (without thin straps), t-shirts, sweatshirts, or sweaters. Sleeveless tops or dresses are not permitted.
- Shorts, skorts, pants, or capris are allowed. **Leggings are not considered pants and must not be worn as such.** Leggings can be worn under a garment that comes near the knee.
- Shorts, skorts, skirts, dresses, and jumpers may be no higher than two inches above the knee.
- If wearing a skirt or a dress, shorts must be worn underneath.
- Hair must be one natural color.

Girls may wear one pair of earrings. No other piercings or tattoos are allowed.

**Communication:**

Each parent is given an online account. It is through that account that the teacher will disseminate classroom information. You will be able to download needed permission slips, forms, newsletters, classroom calendars, and your student's progress through your Gradelink account. While e-mail is an effective way to communicate, we suggest if you have a real concern or need that you talk to the teacher face-to-face. We are instructed in Matthew 18:15, "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother."

Before reaching out to administration, be sure to communicate with the teacher if a need or concern arises. Then, if the concern remains, parents may schedule an appointment with the administration.

**Sickness Policies:**

When a child becomes sick at school, parents will be notified and must pick up the child. When the school contacts you regarding your child's sickness, he/she must be picked up right away. We do not have the facilities to care for sick children.

A child may not be readmitted to care after an absence of three days or more due to illness without a written statement from a parent or physician that the child may return to a regular schedule.

Parents agree to keep their child home for the following sicknesses:

- Fever of 100°F or higher.
- Diarrhea or loose stool.
- Vomiting.
- Known or suspected communicable diseases.

#### **Administration of Medicine Policy:**

Medication, whether prescription or nonprescription, may not be administered to a child in care unless:

1. Parents complete, sign, and date a Medication Administration Authorization form; and
2. A licensed health practitioner has approved the administration of the medication and dosage (signature or stamp must be on form); medication must be in original container.

Prescription Medication: at least one dose of the medication must have been given at home.

***\*\*Any situations not covered in this handbook will be handled in a manner deemed appropriate by the school administration. The rules of this handbook can be altered at any time the administration deems necessary.***



***Revelation 1:9 "For the Word of God, and for the testimony of Jesus Christ."***