

REGISTRATION FEE \$150.00  
(Includes: Application fee, liability insurance, book/activity fees)

***Monthly Tuition Schedule***

- Monthly tuition payment of \$275 is due on the 1<sup>st</sup> of every month.
- Students participating in the monthly tuition program and attending one or more days in a month will owe for the entire month.
- A 10% discount will be given if total yearly tuition is paid in advance of August 1, 2012.
- A late fee of \$15.00 will be charged on all accounts not paid by the 10<sup>th</sup> of each month, and the child will not be allowed to return to school until the account has been paid or arrangements have been made with the Administrator. There is a \$50.00 reinstatement fee.
- A \$40.00 fee will be charged on all returned checks as well as the \$15.00 late fee.
- A two-week notice is required in order to withdraw my child from the CBS K-Care and I am responsible for payment of these two weeks regardless of my child staying for those two weeks or not.

***Half-day Program***

7:30 a.m. – 11:30 a.m.

- Monthly tuition payment of \$140.00 for the half-day program is due on the 1<sup>st</sup> of every month.
- Students participating in the half-day monthly tuition program and attending one or more days in a month will owe for the entire month.
- Any child picked up after 11:30 a.m. will be charged \$5.00 per fifteen minutes.
- Any half-day student that is left for the whole day will be charged \$15.00 for the day.
- A \$15.00 late fee will be charged on all accounts not paid by the 10<sup>th</sup> of each month, and the child will not be allowed to return to school until the account has been paid or arrangements have been made with the Administrator. There is a \$50.00 reinstatement fee.
- A \$40.00 fee will be charged on all returned checks as well as the \$15.00 late fee.
- A two-week notice is required in order to withdraw my child from the CBS K-Care and I am responsible for payment of these two weeks regardless of my child staying for those two weeks or not.

# Central Baptist School K-Care Program

# Handbook



35 P.D. Freeman Road, Hattiesburg, MS 39401  
601-544-0161

lunch. The cafeteria menu is sent home monthly. All cafeteria orders are charged to each student's school account. Please provide snacks for your child if he will be left after 3:30p.m.

### **NAP/QUIET TIME**

All children will be required to lie down for a nap/quiet time each day. We will not force your child to sleep, but he/she must lie down quietly so as not to disturb the other children.

Your child will be required to provide a mat, flat sheet or towel, small blanket, and small pillow for naptime. The bedding will be sent home each Friday for laundering. A special doll or stuffed animal may be sent for naptime. This item will be put up and used ONLY at naptime. Please limit your child to one of these items.

### **POTTY TRAINING**

All Central Baptist School K-Care students must be potty-trained prior to being accepted into the program; however, "accidents" do occur from time to time. Please send an extra change of clothing for your child for any such occurrences.

### **SUPPLIES**

Each child needs to bring:

- Three boxes Crayola crayons—8 pack PRIMARY colors only
- Two glue sticks
- Three boxes of tissue
- Red/Blue Standard nap pad (no jumbo size)
- Travel size pillow
- Beach towel for nap time
- Two solid color plastic folders with inside pockets
- Two bottle hand sanitizer (large)
- Pencil/supply box
- Backpack—Regular size
- Lunchbox
- Extra change of clothes kept in a large Ziploc bag

Please do not purchase items with secular entertainers or questionable cartoon characters (i.e., Harry Potter, Pokemon, Hannah Montana, etc.) Please put your child's name on all items, including extra clothing. If you have any questions, please feel free to contact the school office.

**CENTRAL BAPTIST SCHOOL  
K-CARE PROGRAM**

- dress shoes.
- Shoes must be worn at all times on the property.
- No crocs, flip flops, sandals, boots, heeies, light-ups, or open-toed shoes of any kind are permitted.
- No long sleeve shirts are to be worn under the uniform shirts. Long sleeve uniform shirts may be purchased from Parker Uniform Company.

We would also appreciate the parents dressing appropriately when they come to our school functions. Please do not wear immodest shorts or swim attire into the office or to school functions. Please remember no smoking or alcoholic beverages are allowed on school or church property.

**HOLIDAYS**

K-Care will be closed on the days that Central Baptist School closes: Labor Day, Thanksgiving Break, Christmas break, Presidents' Day, Spring Break, Easter Monday, and any Teacher Days.

**HOURS OF OPERATION**

Monday through Friday from 7:30 a.m. until 5:30 p.m. Any child picked up after 5:30 p.m. will be charged \$5.00 per fifteen minutes.

**INCLEMENT WEATHER**

Please listen closely to local radio and WDAM television station for information on closures. If Central Baptist School closes, the K-Care will be closed as well.

**INSURANCE COVERAGE**

Parents or guardians are responsible for medical cost in the unfortunate event of an injury. Central Baptist School K-Care does provide liability coverage for students. This covers children both here and on field trips. Parents agree that they will not seek remuneration beyond the limits of that coverage, and document that agreement by signature on the Parents-School Agreement.

**MEALS/SNACKS**

Students may purchase food from the cafeteria or bring their own

**ELIGIBILITY**

Student must be 3 years of age and must be completely potty-trained.

**ARRIVAL AND DEPARTURE PROCEDURES**

All K-Care children will enter and exit through the gym doors under the walkway. Only those on the List of People Approved to Pick Up Your Child form will be allowed to remove your child from K-Care without prior notification of the parents or guardians. This is to ensure your child's safety.

Parents/guardians are responsible to notify K-Care personnel of any potential custody issues that may affect the child's safety. If possible, a photo of the person not allowed to remove the child would be an added measure of security.

**CHILD ILLNESS**

Under no circumstances should you bring your child to school sick (fever of 100°F or higher, vomiting, diarrhea, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.).

Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and could be cause for immediate termination. It is also inconsiderate to all families involved. A sick child should be allowed to recuperate fully at home after an illness so that the other children and the teachers do not risk unnecessary exposure. If you are unable to stay home with your sick child, it will be necessary for you to make arrangements at your own expense. If your child is out ill, regular fees still apply.

Your child may be brought to K-care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however, we will call you if your child is just plain miserable (whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities.

If your child is sent home with lice, he/she needs to have hair treated

and all nits removed, as well as receive a Health Department release before returning to school.

## **DISCIPLINE**

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive this praise. Asking a child to stop and think about his behavior enables the child to work at self-control. Inappropriate behavior that calls for discipline includes: hitting, scratching, biting, kicking, wrestling, fighting, etc. Depending on the situation, one warning is usually given and the child reminded of acceptable behavior. The next step would be a time out. This timeout is not a punishment but rather a time when the child may calm down, remember what behavior is acceptable, and decide when he is ready to rejoin the group with appropriate behavior. If timeouts are not effective, some sort of consequence will be imposed. Naturally, parents will be advised. If the behavior calls for corporal punishment, the parent will be called and asked to come to the school to administer the corporal punishment. This will be a last resort in helping your child to behave in an acceptable manner. Once the school has exhausted all positive means of discipline and the parent has exhausted the negative means of discipline and the behavioral problems still cannot be resolved, arrangements must be made for the child to be withdrawn from the Central Baptist K-Care.

## **DRESS CODE**

### **GIRLS:**

Shirts: Royal blue with Central Baptist School logo purchased from Parker Uniform Company.

Skirts (purchased from Parker Uniform Company):

*Hemlines must be to the bottom of the knee.*

- Skirts must be without designs, embroidery, etc. on the fabric.

### **Hair:**

Girls' hair must be neat and clean. Fad hairdos, cuts, or colors, are not permitted. Extreme designs, partially-shaved patches, or completely shaven heads are not acceptable.

### **Shoes and Socks:**

- Girls should wear neat and clean, conservative tennis shoes, casual shoes or dress shoes (no backless shoes of any type will be permitted).
- The shoes and socks (solid colored) should match the outfit that each student wears.
- No excessively-decorated shoes will be permitted.
- No crocs, flip flops, sandals, boots, heeled shoes, or jellies, light-ups, or open-toed shoes of any kind.
- No long sleeve shirts are to be worn under the uniform shirts. Long sleeve uniform shirts can be purchased from Parker Uniform Company.

### **BOYS:**

Shirts: Royal blue with Central Baptist School logo purchased from Parker Uniform Company.

Pants (purchased from Parker Uniform Co.): Pleated khaki pants (Item # 60430, 60040, 60050). Austin Brand pleated khaki pants from Academy Sports may also be worn. No shorts are allowed.

### **Hair**

Boys' hair must be clean and neatly cut with tapered sides and back. The hair should not be shaggy or bushy, may not touch the eyebrows in the front, nor the collar of the shirt in the back, nor come over the top of the ears. No tails will be allowed. No "punk" or "faddish" haircuts are permitted. Line cuts in the hair, shaved portions, "bowl cuts," hair dyed with peroxide, or any other radical styles or fashions will not be allowed.

### **Socks and Shoes:**

- The socks and shoes should match the outfit that each student wears.
- Boys should wear neat and clean tennis shoes, casual shoes, or