



**Calvary Baptist Church Academy**  
Preschool Handbook  
2016-2017



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

407 Marley Station Road  
Glen Burnie, MD 21060

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

**Communication:**

Each parent is given an Edline account. It is through Edline that the teacher will disseminate classroom information. You will be able to download needed permission slips, forms, newsletters, classroom calendars, and students' progress through your Edline account. While e-mail is an effective way to communicate, we suggest if you have a real concern or need, please 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."

**Tuition Waiver Form:**

A student may have a week of tuition waived if the parents submit this form to the office at least two weeks prior to the vacation and the vacation is for an entire continuous week. This form is not to be used for sickness, as it must be submitted in advance. Only two of these forms may be submitted per school year.

If a student is absent for more than two consecutive weeks without prior approval, that student must reregister and pay the registration fee before returning to class.

**Sickness Policies:**

When a child becomes sick at school, he/she will be sent to the office. Parents will be notified immediately and agree to 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.

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.

***\*\*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 anytime the administration deems necessary.***

- Students may not wear clothing imprinted with questionable messages, symbols, or pictures. 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:**

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

**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.

\*See section “Dress and Hair Standards” for additional dress code requirements for boys and girls.

**Hair Standards:**

Hair must be one natural color for boys and girls.

**Boys:**

In accordance with I Corinthians 11:14, a boy’s hair must be cut and combed in a conventional manner. Hair styling is permissible only as long as it meets the following requirements of a conventional haircut:

- Hair must be tapered all around the sides and the back and must not be chopped or blocked. It must be kept thinned out and not allowed to become heavy.
- 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.
- Bowl, modified bowl, or distinguishable lines are not allowed. All hair must blend evenly together.
- No spiked, braided, or Mohawk hair styles are permitted.

**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 Friday of each week and must be paid through FACTS Management.

Payments will be pulled beginning on August 19, 2016, and ending when 40 payments have been made for the 40 week program, or when 50 payments have been made for the 50 week program.

Tuition will not be charged if a student doesn’t attend for an entire week and a tuition waiver form was submitted to the office at least two weeks prior to the vacation.

If a student is absent for more than two consecutive weeks without prior approval, that student must reregister and pay the registration fee, before returning to class.

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 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.

At the end of the school year, if there are any financial obligations (tuition, fees, fundraising money, late charges, etc.), the child will not be allowed to participate in any other activity involving the Academy.

In the case of an unusual circumstance, such as a parent being laid-off from work, etc., the parent can appeal to Pastor White. The parent must meet with Pastor White, explain the problem, put in writing when the obligation should be resolved, and have Pastor White approve and sign the agreement.

### **Entrance Requirements:**

Age: Pre-K3 – when your child turns 3 years old

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, they must be able to change themselves. If they are unable to do so, you will be called to assist in the situation.

### **School Hours:**

6:30 a.m. – 8:00 a.m.	Morning Extended Care
7:55 a.m.	Doors open
8:10 a.m.	School day begins
11:30 a.m.	End of school for half-day students
11:25 a.m. – 11:55 a.m.	Lunch for full-day students
3:00 p.m.	End of school for full-day students
3:00 p.m. – 6:00 p.m.	Evening Extended Care

### **Morning Extended Care:**

Bring students to the entrance of the lunchroom below the church auditorium. Sign-in your child. At 8:00 a.m., students will be escorted to their classrooms by the morning care workers and/or classroom aides.

- **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 8:10 A.M. If a student arrives to school after the 8:10 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.

If your child becomes physical with the teacher, aides, or their classmates, they may be suspended and/or asked to be withdrawn if the behavior is repetitive. If your child is having a day where they are not cooperative, you may be asked to come and remove them for the day.

### **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 camouflage.
- No hoodies for indoor wear.

- 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.
- 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. The day for tally count is from morning through afternoon. The week for tally count is from Monday morning through Friday afternoon.
- Excessive Tallies - Enforcing Discipline
  - \* Letter to Parents - For each demerit\* up to and including 3, the teacher will send a letter to the parents notifying them of the need for improvement and requesting their help at home.
  - \* When a student receives his 4<sup>th</sup> demerit\*, he will be sent to the office (10 tallies per week = 1 demerit\* or 6 tallies in one day = 1 demerit\*). The office will then discipline accordingly.
  - \* All new Kindergarten and Elementary students who receive 4 demerits in the first quarter will be expelled.

#### ***How I Act Discipline Code*** (Preschool and Elementary School)

- 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.

#### **Morning Drop-off:**

Those who do not attend morning care will report directly to their classrooms beginning at 7:55 a.m. Enter in at the designated area located at the south end (near playground) of the modulars. Doors will be locked at 8:10 a.m. and students will be marked late after 8:10 a.m. It is important for students to be on time as it disrupts the morning class procedures.

#### **Lunch:**

Many students bring their lunch from home. The school does have lunch items available on certain days of the week from Chick-fil-A, Dominoes, and Subway. A list of items and costs will be available from your child's teacher or at the school office.

#### **End of School Pick-up:**

Park facing the curb located parallel to the modulars and wait for the teacher to dismiss the child into your care.

#### **Evening Extended Care:**

Those who stay for evening extended care will be taken directly from their classroom to the extended care classroom. Go to modular 5 to sign out your child from extended care. Students must be signed out no later than 6:00 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:**

Each class will have a Christmas party and a Valentines Day party. For birthdays, please limit party foods to the following items: cookies, brownies, mini cupcakes, party favors, etc.

#### **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.

## **Inclement Weather:**

Any closings or interruptions to the school day will be posted on [www.schools-out.com](http://www.schools-out.com), and/or our school website [www.cbcaughtnights.org](http://www.cbcaughtnights.org). If you sign-up with [www.schools-out.com](http://www.schools-out.com), they will send you an email or text message as school closings and delays are available. If the school is on a delayed opening, morning care will open on time. If school closes early, evening extended care will be open until normal closing hours.

## **Curriculum:**

The A Beka 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 will 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. Although not a perfect system, 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 especially children 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 is why tally limits have been set and students who exceed these limits must be dealt with.

This system, although not without fault, does provide a way in which Christian schools can teach self-discipline to the students. We trust that as you study and learn about this plan that it will help you to understand that the plan provides us with an effective way of controlling students. We also hope that it will bring about a uniform code of discipline throughout the preschool to avoid any inconsistency with regard 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. As with anything else, this system is not a “cure-all” to our discipline problems. You must give it a fair chance and support the system.

### ***Tally System***

- Tallies - Mature behavior is expected of all students. This is not always easy for some students. We want to help them. 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.

10 Tallies Per Week = 1 Demerit *
6 Tallies Per Day = 1 Demerit*
5 demerits in one semester = 1 day suspension
6 demerits in one semester = 2 days suspension
7 demerits in one semester = expulsion
10 demerits in one year = student will not be permitted to return the following school year

- How Can A Student Disagree? If he feels that a tally was given unfairly, he should not argue or let his unhappiness show in any way. He should talk privately at a convenient time to the person who gave him the tally. If that person agrees with him, the tally may be withdrawn. If that person does not agree, the tally should be accepted graciously. Students should NEVER argue with a teacher and are expected to exhibit courtesy and respect at all times.