



February 4, 2019

Dear Families,

It's time to begin planning for CBC Preschool's 2019-2020 school year! The first day of school for this new year is slated for Thursday, August 1st. This is the day all our students, 12 months and older, "move up" to the next class with new teachers, but mostly the same friends.

It is also important to note that CBCP will not be including a School Age Program for the coming school year. Please see the attached letter from the administration regarding the decision to discontinue the school age program.

This year, there will be a small increase in the tuition rates. Be sure to look at the rate for your child's class as of the August 1st. You will see the rate increase is very minimal. We will also require everyone to place an auto-draft option on file with us. This is to serve as a backup payment option. If you prefer to pay with check, cash, online payment, or debit transaction at the front desk, you may continue to do so. The auto-draft feature is intended to serve as a backup in case payment is forgotten. This will help avoid late fees as well. Payments will only auto draft on Tuesdays in the event that no alternative payment has been made prior to close of business on Mondays. You will find the auto draft form attached to this enrollment packet.

In this packet you will find the Re-Enrollment Application, the Re-Enrollment Intent Form, and the Family Experience Record. Each of these documents needs to be completed and promptly returned to the office. As a current preschool family, you have priority enrollment. To ensure that your preschooler's space is reserved, please return this packet prior to February 18th. Open enrollment to the public will begin on this date.

The \$75 Re-Enrollment Fee will be charged to your preschooler's account on February 25th. You are welcome to pay the fee prior to this date, but the amount is due in full for all preschoolers as of the 25th. Please remember that auto-draft deducts the full amount on your account. This will include the Registration Fee as soon as it is applied.

If you do not intend to re-enroll your child for any reason, please still complete the entire packet! North Carolina Law requires that parents/guardians re-submit this information every twelve months in order to make sure everything is completely updated. This is a compliance issue, so your cooperation is very much needed!

As always, if you have any questions, please do not hesitate to come see us!

In Christ,

Emily Jones, Director

Lisa Jones, Assistant Director

Nikki Thorne, Administrative Assistant

11109 Poole Road, Wendell, NC 27591
P: 919.365.7714 / F: 919.365.6750 / info@cbcpreschool.org



February 4, 2019

Dear Families,

After much prayer and consideration, the Preschool Board and Administrative Staff have made the difficult decision to discontinue the Central Baptist Church School Age Program. While we have thoroughly enjoyed the opportunity to spend time with some of our friends in elementary school, we have come to recognize that this season needs to be one in which CBC Preschool places an emphasis on getting back to our original vision. That vision was, and continues to be, to reach Wendell and the surrounding area for Christ through quality preschool care. We, as an administrative team, feel we can best accomplish this vision by returning our focus to the area we each have been called to serve- preschool.

We will continue our track out program through April 26th. After that day, we will no longer offer additional sign ups for School Age. We will continue to pick up our after school bus riders from Wendell Elementary and Carver Elementary until the last day of the 2018-2019 school year (May 24th- Carver, June 11th- Wendell Elementary).

We know that this will be a disappointment to some of you. We would like to sincerely apologize for this inconvenience. We have loved getting to watch your school age children grow over the past several years. Thank you so much for your support of this program. We hope you will continue to keep in touch and let us know how your children are doing!

Please do not hesitate to reach out to us at the Center with any questions.

In Christ,

Emily Jones, Director

Lisa Jones, Assistant Director

Nikki Thorne, Administrative Assistant

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Attention Families of 4's and 5's!

Over the past several months, there have been many changes at CBC Preschool. We cannot adequately express how much your support and feedback has meant to us during the duration of this school year. We are humbled and awestruck by the blessings that God has provided to our Center and we are so glad that you and your family are a part of this journey with us.

For six months now, the Administrative Staff and Preschool Board have spent some time really evaluating our Center. As a previous letter stated, we have come to the difficult decision to discontinue our School Age and Track Out programs. While we have loved the opportunity to spend this time with some of our sweet graduates, as well as some new friends we have made, we no longer feel that a School Age option is the best fit for the Center's Vision and for the calling that God has placed on our lives.

With this bit of disappointing news comes something exciting! Beginning in August 2019, CBC Preschool will unroll a brand-new classroom called the Tigers in Transition!

The Tigers in Transition class will function as a pre-kindergarten class with a slightly elevated curriculum. We believe that this will be the perfect class for our older pre-kindergarteners (turning five on or before December 31st, 2019) who just missed the Kindergarten cutoff date. Additionally, this option is available to any five-year-old children who may just need a little extra preschool time before their Kindergarten career begins!

We will begin assigning children to this new classroom during the re-enrollment period. You will receive a classroom assignment notification after this period ends! If you have any questions about this new class, please stop by or give us a call at the office! We are so excited to be a part of what the Lord is doing at CBC Preschool!

In Christ,

Emily Jones, Director
Lisa Jones, Assistant Director,
Nikki Thorne, Administrative Assistant



Student Application

FOR OFFICE USE ONLY

Date Received _____ by _____

Date Reg Fee Received _____

Date of Enrollment _____

Schedule: M-F MWF T/TH

CHILD INFORMATION:

Full Name: _____

Nickname (if applicable) _____ Date of Birth _____

Child's Physical Address: _____

City _____ Zip _____

FAMILY INFORMATION:

Child lives with: _____

Father/Guardian's Name _____ Nickname _____

Address (If different from child's) _____ City _____ Zip _____

Email _____ Work Phone _____ Cell Phone _____

Mother/Guardian's Name _____ Nickname _____

Address (If different from child's) _____ City _____ Zip _____

Email _____ Work Phone _____ Cell Phone _____

CONTACTS:

In addition to the parents/guardians listed above, the child can also be released to the following individuals, as authorized by the person who signs this application. In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals (N.C. Law Requires TWO emergency contacts):

Name	Relationship	Address	Phone Number

Additional Individuals who may pick up child: _____

HEALTH CARE NEEDS:

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parents or health care professional. Is there a medical action plan attached? Yes _____ No _____

List any allergies and the symptoms and the type of response required for allergic reactions _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns _____

List any particular fears or unique behavior characteristics the child has _____

List any types of medication taken for health care needs _____

Share any other information that has a direct bearing on assuming safe medical treatment for your child _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care professional _____ Office Phone _____

Hospital preference _____ Phone _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency. I agree that the Operator may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted.

Signature of Parent/Guardian _____ Date _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator _____ Date _____

This page is to be completed, signed and place on file in the facility on the first day and updated as changes occur and at least annually.



RE-ENROLLMENT INTENT FORM for 2019-2020 School Year

Child's Name: _____ **Date of Birth:** _____

YES, my child will attend **CBC Preschool** next school year. My preferred schedule is indicated below. I understand schedule changes are based on availability.

Monday - Friday Monday, Wednesday & Friday Tuesday & Thursday

My child will be _____ years-old on August 31, 2019.
(This is the age used to determine the correct tuition rate listed below.)

Full Time Weekly Tuition	
Infant	\$260
One	\$250
Two	\$240
Three	\$230
Four-Five	\$220

MWF Weekly Tuition	
Infant	\$182
One	\$175
Two	\$168
Three	\$161
Four-Five	\$154

Tues/Thurs Weekly Tuition	
Infant	\$130
One	\$125
Two	\$120
Three	\$115
Four-Five	\$110

NO, my child will not attend CBC Preschool next school year. However, I am submitting the attached forms as required by the State of North Carolina in order for the Center to stay in compliance for the remainder of my child's attendance. I also understand I may change my decision and my child's enrollment will then be based on availability.

Parent Signature: _____ **Date:** _____



Family Experience Record

(For Returning Students)

2019-2020 Re-Enrollment

We appreciate your honesty as we strive to make CBC Preschool the best we possibly can for the children! Thank you for the time taken to answer these questions!

Child's Name _____ Child's 2018-2019 Classroom Assignment _____

How does your child express feelings regarding Central Baptist Preschool?

How do you feel about his/her experience thus far?

Describe any significant changes (either growth and development or signs of regression) that have taken place in your child in the past year while at Central Baptist Preschool.

Are there any new habits, issues between parent and child, or concerns you have noticed about your child of which the staff needs to be aware?

What are some of areas of growth you would like to see occur in your child during the coming year:

At Central Baptist Preschool...

At home...

How can the Central Baptist Preschool Staff best help your child, you, and your family as a whole during the coming school year?

Are there any suggestions you would like to make to the staff that would help us improve the quality of care and guidance we give to the children?



Authorization to Transport 2019-2020

I, _____ give CBC Preschool my permission to transport my child,
_____ off campus under the following circumstances (please check one):

_____ in the event of an emergency evacuation ONLY.

OR

_____ in the event of an emergency requiring evacuation, OR for fieldtrips and scheduled off campus events (applicable to CBCP School Age/Track Out Children only).

Signed: _____

Date: _____

Permission is valid for one year from date to receipt.



Outside Fence Permission Form

2019-2020

I do
 I do not

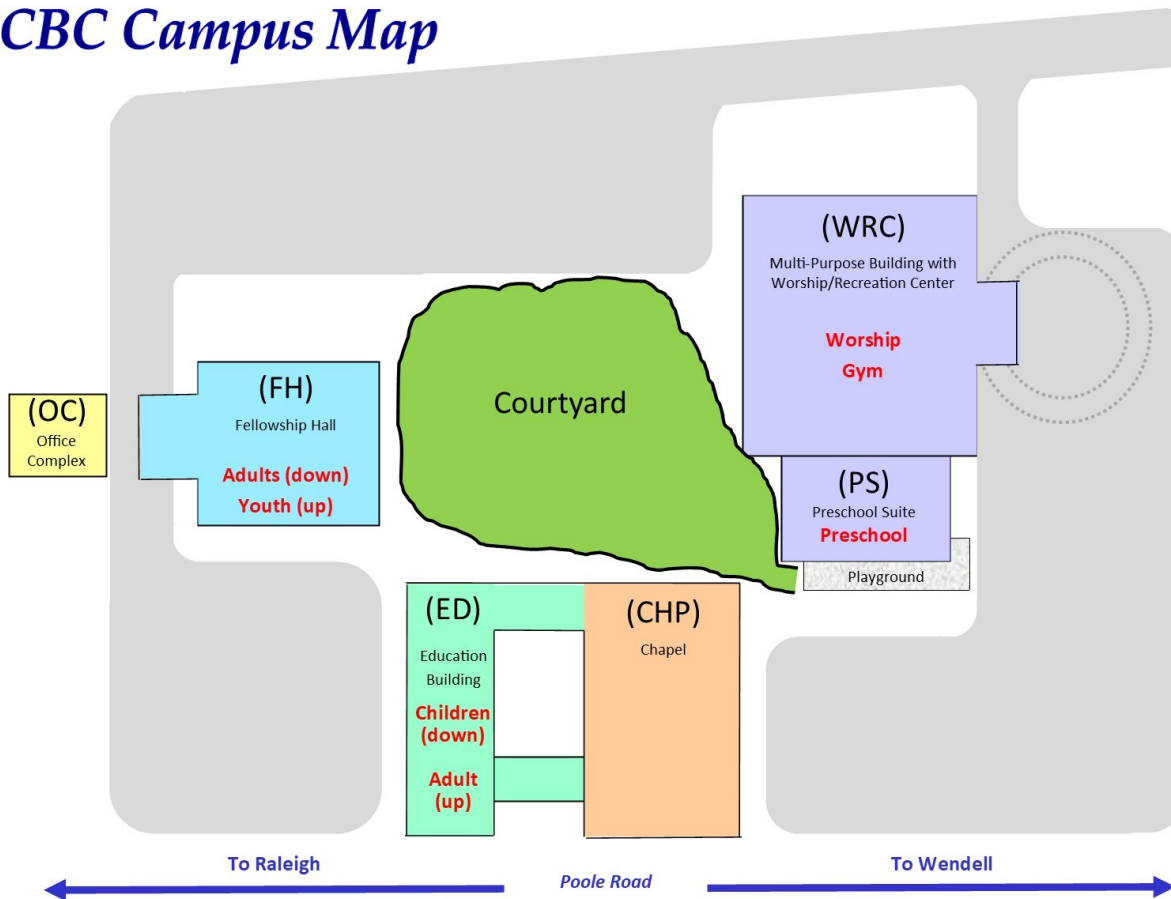
give CBC Preschool my permission to allow my child outside of the fence for planned activities.

This permission is intended for the 2019-2020 school year (July 31st, 2019-July 31st, 2020).

_____ enrolled _____
 Name of child Date

_____ Date _____
 Parent/Guardian Signature Date

CBC Campus Map



Please note that all organized outside fence play activities will take place in the green "courtyard" area.

The only exception will be in the event of emergency.



Student Application

Authorizations / Agreements

These authorizations are valid for the duration of my child's enrollment

I, _____ give CBC Preschool my permission:
parent/guardian (please print)

_____ for my child to participate in planned activities that are outside of the fenced area.
Initial

_____ I also allow CBC Preschool permission to use the image of my child.
Initial Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images and/or video taken of my child for use in materials that include, but my not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on our website.

_____ I allow CBC Preschool permission to use the image of my child for display within the facility.
Initial

I also agree that I have received the Parent Handbook found on the website. This handbook includes the following policies:

- Discipline and Behavior Management Policy
- Infant Safe Sleep Policy
- Summary of NC Child Care Law and Rules
- Prevention of Shaken Baby Syndrome

Name of child

enrolled _____
Date

Parent/Guardian Signature

Date



Non-Smoking Agreement

Central Baptist Church Preschool agrees with NC Child Care Rule.0604 Children shall be in a smoke free and tobacco free environment. Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the child care center, in vehicles used transport children, or during any off-premise activities. All smoking materials shall be kept in locked storage. For child care centers in an occupied residence that are licensed for 3 to 12 children when any preschool-age children are in care, or for 3 to 15 children when only school-age children in care, the premises shall be smoke free and tobacco free during operating hours.

Signature: _____

Date: _____