



Parent Handbook

Tuition

Tuition is due the first school day of each month for the entire month. Please make your checks payable to First Baptist Church. Fees are based on a monthly rate, regardless of attendance or number of weeks in a month. **Ways to pay:**

- **Online:** Parents will receive an email with login and password information before school starts. You will be able to see how much you owe and what has been paid for each child enrolled.
- **Bank Direct Pay:** Please notify CPS Coordinator you are paying by direct pay from the bank. Include the child's name in the memo from the bank to insure proper distribution.
- **Cash/Check:** Please drop in the tuition box located at the entrance of the preschool area. Envelopes are provided for cash. Please bring exact cash, we do not have change available. Checks should be made out to FBCBA.

Payments not received the first day of school each month will be assessed a \$20 late fee. If payment is not received by the 30th of the month, the child will no longer be enrolled in CPS. If your circumstances have changed and you are having financial difficulties, please call the CPS Coordinator by the tuition due date. In the case of a returned check, there will be a fee of \$5 charged to your account. If your circumstances have changed and you need to withdraw, please provide a 30-day notice in writing to the CPS Coordinator.

Drop Off & Pick Up

Parents will need to park in designated parking spaces. Curbside parking is not allowed. Drop off and pick up is designated alphabetically.

Last Name begins with...	Drop Off	Pick Up
A - L	9:20	2:20
M - Z	9:30	2:30

- All children need to be checked in and a security tag issued for pick up.
- Please do not linger at the classroom door or in the hallways.
- A late fee of \$5/child will be assessed, if late pick up is persistent.

Calendar

Holidays: Community Preschool will not be scheduled during Broken Arrow Public School vacation or holidays. There is no deduction in tuition for scheduled holidays.

Inclement Weather: Community Preschool follows Broken Arrow Public Schools and will not be in session if their schools are closed for weather. Closures due to inclement weather will not be made up or reimbursed. Should BAPS stay in session during inclement weather, but CPS chooses to close for the safety of our families and staff, you will be contacted as soon as possible by email and by your student's teacher.

Safety & Security

For the security of students, security guards are on site during school hours and CPS doors are secured between 10:00 am and 2:00 pm. Please contact the church office at 918-258-4575, if you need to gain entry between those hours.

Releasing a student: The issued pick-up tag must be presented to the teacher for the child to be released. If the individual dropping off will not be picking up the student, you must ensure the individual who will pick up the student is on the student's approved pick-up list. At drop off, write the name of who will pick up the student on the security tag and leave it with the coordinator. **At the time of pick up, the individual will be required to show photo ID to obtain the tag from the CPS Coordinator.** In the event of unforeseen circumstances, please call the CPS Coordinator at 918-258-4575 should pick up plans change.

Field Trips: Students will wear a CPS t-shirt provided at school for all field trips. If volunteers will be needed on a field trip, a sign up will be provided by class on a first come basis. All volunteers will need to complete and pass a background check. All students and parent volunteers will be required to participate in the field trip as a class group. **Only children enrolled in the classes going on the field trip will be allowed to attend, no siblings.**

Photography: For the safety of all children in our program, photographs or videos cannot be taken within CPS classrooms by parents.

Lunches & Snacks

Lunch: Please bring finger foods (such as sandwiches, meat-sticks, cheese and fruit) for children. Please do not send glass containers or carbonated drinks. Do not bring foods which have to be heated in the microwave or refrigerated.

Allergies: Individual allergies will be considered on a "by classroom" basis.

Snacks: Each classroom will display a sign-up sheet for parents to commit to bringing a classroom snack on a specific date. **Snacks must be store bought, pre-packaged and sealed.**

What to Bring

LABEL EVERYTHING BEFORE YOU ARRIVE TO SCHOOL!

Each day, please bring the following:

- Complete change of clothing
- Disposable diapers (if your child is in diapers or pull ups) (excludes PreK)
- Sheet, towel, or blanket for resting on a nap mat (excludes PreK)
- Any "security" object needed by your child to help rest peacefully at rest time (excludes PreK)
- NO personal toys are to be brought to school

Classrooms

Our teaching staff is dedicated to creating a positive learning experience for preschoolers. We want to meet the spiritual, emotional, mental, physical, and social needs of your child in a warm and loving environment. Each room is staffed with two teachers and the enrollment is limited so that teachers can better meet the individual needs of preschoolers.

If CPS is unable to meet the needs of a student, we reserve the right to terminate enrollment on a timeline that is in the child's best interest.

Potty Training: Students who are 3-years-old by September 1 are required to be in the process of actively potty training. Students enrolled in our PreK program are required to be fully potty trained by the first day of school.

Illness

Symptoms requiring removal of a child from Community Preschool:

- Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea—runny, watery, or bloody stools in the last 24 hours.
- Vomiting—in the last 24 hours.
- Body rash
- Sore throat with fever.
- Severe coughing—child gets red or blue in the face or makes high-pitched whooping sounds after coughing.
- Eye discharge—thick mucus or pus draining from the eye, or pink eye.
- Yellowish skin or eyes.
- Child is irritable, continuously crying, or requires more attention than can be provided without hurting the health and safety of other children in our care.

If a CPS student or someone within the same household has a highly contagious illness (ie. Covid-19, flu, Hand, foot, & mouth disease, etc.), the CPS student will need to be out of school during the time recommended by the CDC and in accordance with the CPS illness guidelines. A child must be fever and symptom free for at least 24 hours without the aid of medication before returning to school.

Children must be symptom and fever free for 24 hours without the aid of fever or symptom reducing medication before returning to school. If your child often has a runny nose due to allergies or a non-infectious sinus drainage, please obtain a doctor's statement for this. Otherwise, your child will be diagnosed as ill and will not be allowed to stay. If your child has allergies, mention them to his/her teacher, as well as including them on the enrollment form. If there is another child or parent within the home with a highly contagious virus, all siblings should stay home or may be sent home at the discretion of Community Preschool for the health and safety of other students and teachers.

Community Preschool WILL NOT give medication to your child with the exception of medication for a life-threatening emergency! Emergency medication is to be dropped off & picked up at the CPS office each day the child attends class. The school will not retain personal medication.

Lice

We have a no nit policy; meaning that children cannot have lice or nits. Children found with lice or nits will be sent home and cannot come back until after treatment. Children sent home with lice or nits are subject to a lice check before admittance to school. Child must not have a single louse or nit found to attend class.

Vaccinations

CPS requires copies of immunization records or Certificate of Exemption be provided for each student by the first day of school. Please email those records to cps@fbcb.org.