



Childcare and Early Education

K1-K4 Parent & Student Handbook
2026-2027

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LETTER FROM THE ADMINISTRATOR

Dear Families,

Welcome to Centennial Baptist School! We are delighted to have your children enrolled in our school. Our desire is to help train them in character, initiative, and integrity, as well as in academic instruction.

Guidance for both the heart and mind encourage Centennial Baptist's students to passionately pursue God's purposes for their lives. As we welcome you to our school family, it is our prayer that the Lord will have His way in our student body as they progress through their school years.

Thank you for choosing our institution to fulfill the God-appointed role of educating your children. We greatly anticipate what the Lord has in store for us this year.

I look forward to serving you and your children as the administrator. Together with our dedicated staff, we hope to guide your students toward Christ-honoring values and academic success.

We do not take it lightly that you have chosen Centennial as the school for your family. Let us know if there is anything that we can do for you at any time throughout the year. May God bless you and your family.

Serving God by Serving Others,

Tony VanManen,
CBS Administrator

LETTER FROM THE DIRECTOR

Centennial Baptist School
Early Education Program

Dear Families,

Welcome to a Exciting Year of Learning!

We are delighted to welcome you and your child to an exciting year of discovery and growth at Centennial Baptist School (CBS) Early Education Program. Young learners thrive through play, movement, and hands-on activities, and we are honored to be part of this important stage in your child's development. CBS Early Childhood Education nurtures the minds, hearts, and spirits of our youngest students, helping them build confidence through new achievements, friendships, and growing independence.

We see your child as you do—full of potential, curiosity, and unique God-given gifts. Our goal is to inspire and support each preschooler in discovering their strengths and talents, creating a strong Christian foundation and a love for lifelong learning.

Our dedicated teachers cultivate a warm and joyful atmosphere, reinforcing Christian values such as kindness, respect, helpfulness, and compassion—building upon the loving principles you instill at home.

We welcome children from infancy through Kindergarten, blending structured learning with active exploration. Developmentally appropriate materials encourage engagement while fostering cognitive, motor, and social skills. Each week, children experience enriching lessons in Bible, Music, Art, Math, and Science, while daily activities include circle time, imaginative play, learning centers, art, music, outdoor adventures, and snack time with prayer.

Families are the heart of a child's growth, and we feel blessed to walk alongside you in this journey. Through a nurturing and encouraging environment, we work together to inspire curiosity, confidence, and faith.

Please read this handbook and save it to consult throughout the year, as it will answer many of your questions about our philosophy, policies, practices and procedures.

Thank you for trusting us with your child's early education—we look forward to a wonderful, joy-filled year ahead!

In Christ,

Patty Jones
Centennial Baptist School
Early Education Director

Proverbs 22:6 ESV

“Train up a child in the way he should go: even when he is old he will not depart from it.”

STATEMENT OF PURPOSE

Centennial Baptist Schools is dedicated to providing a Bible-centered education where students are challenged to grow in their relationship with Christ, develop their academic and social abilities, and are challenged to impact those around them for Christ.

SCHOOL VERSE

“And Jesus increased in wisdom and stature, and in favor with God and man.”
Luke 2:52 (KJV)

CENTENNIAL BAPTIST SCHOOL BOARD

CBS is a ministry of Centennial Baptist Church. The administration and teachers of Centennial Baptist School believe they are privileged to have an outstanding school board. The members of the board are as follows:

Bri Katzenberger- Board Chair
Kamron Sams- Vice Chair
Kristin Oostra- Secretary
Scott Watanabe- Treasurer
Steve Wester- Security
Sid Rochlitz- Security

ADMINISTRATION

Tony VanManen – Administrator/Lead Pastor
Dan Hayek—Principal
Shannan Shope—Vice Principal
Patty Jones—Early Education Director
Cassandra Gammon—Early Education Lead
Erika Benjamin—Administrative Coordinator
Bianca Jacquez—Admissions Coordinator

ABOUT CENTENNIAL BAPTIST SCHOOL

Centennial Baptist Schools (CBS) is a ministry of Centennial Baptist Church, an unaffiliated Baptist church, and is a member of the Association of Christian Teachers and Schools (ACTS) and subscribes to its statement of faith. For the CBS complete statement of faith please inquire at the office or go to our website: www.centennialbaptist.education.

CBS is accredited through ACTS, the National Council of Private School Accreditation (NCPA), and Cognia. CBS is also a member of the Association of Christian Schools International (ACSI).

The CBS Early Education program is licensed through the Idaho Department of Health and Welfare (IDHW) managed by the Idaho STARS program.

CORE VALUES

Distinctly Christian: We provide a Christ-centered, God honoring environment.

Teaching the Truth: We recognize the Bible is the inspired and inerrant Word of God.

Academic Excellence: We pursue excellence in who we are and everything we do.

Service-Minded: We are committed to serving others, following Christ's example.

Partnering with Parents: We recognize the home as a child's primary educator and strive for parent collaboration.

EDUCATIONAL PHILOSOPHY

The educational philosophy of CBS is based on the conviction that God exists and that He has revealed Himself to humankind. God's revelation to humans is three-fold. He has revealed Himself through creation (Romans 1:20), through the Bible (Hebrews 1:1), and through His Son, Jesus Christ (Hebrews 1:2). Because God has revealed Himself through creation, we believe that school subject matter should be revelatory of God (Psalm 19:1-2). Since all subject matter is revelatory of God, there is no such thing as a "secular" subject.

God has revealed Himself even more particularly through His Word, the Bible (1 Corinthians 2:9-11, 13; 2 Peter 1:20-21). The Bible is therefore taught as a school subject and is considered to be inspired in every word and is authoritative (2 Timothy 3:16). The Bible is a source book for all subjects and is considered the sole authority when it touches upon any subject (John 17:17). When a student has the Lord as the foundation of their life, they can better appreciate and assimilate knowledge. At CBS, they are taught by teachers who have the Lord as their foundation. They can, therefore, effectively communicate God's truth.

God's final and most complete revelation of Himself is through His Son, Jesus Christ. We believe the way to God is through Christ (John 14:6) and that every student needs to establish a personal relationship with Jesus Christ as Savior.

We believe that truth stems from God and is absolute in character. Therefore, we desire every student reach the following goals: (1) discern the truth based upon God's Word, (2) master the facts involved, and (3) apply these truths to his or her own life and circumstances.

MATTHEW 18 PRINCIPLE

If you have a problem/concern in the classroom, we encourage our families to interact with their students' teachers first, and if the problem persists or goes unresolved, then direct it to the Director immediately. We strive to resolve any issues promptly. The grievance structure is as follows:

1. The issue is discussed with the child's teacher (if classroom-related).
2. If unresolved, it should be brought to the Director's attention.
3. If the parent remains unsatisfied, a request may be made to the Administrator to discuss the grievance.
4. If still unresolved, a request/letter may be given to the school board, and the school board will discuss the grievance and reach a final decision.

CENTENNIAL'S TESTIMONY

The desire of CBS is to be recognized by our local community as a school that is deeply committed to developing individuals who impact those around them for Christ and that produces strong Christian leaders in every aspect of life and field of endeavor.

To achieve this goal, our staff strives:

1. To help each student develop a strong, personal relationship with Jesus Christ.
2. To help each student reach their full potential through the development of personal discipline skills.
3. To give each student a challenging and well-rounded education and to learn how to interpret it in the light of Scripture.
4. To train each student to interpret all of life within a biblical framework.
5. To train each student to make godly life decisions.
6. To train each student to interact with others in a godly manner.
7. To encourage each student to develop a love for learning and a respect for academic discipline.
8. To maintain a strong, academically challenging progra

EARLY EDUCATION CURRICULUM

There is an annual curriculum fee of \$250 per student for students in K3-K5 to help cover the rising cost of educational materials, including books, workbooks, tests/quiz booklets, readers, and online materials. Our curriculum is built upon fundamental academic principles, thoughtfully designed to nurture every aspect of a child's growth. We emphasize not only cognitive development but also social, emotional, and physical growth, all within the framework of a Biblical worldview.

Specific Academics

LANGUAGE	Basic reading, listening, and writing skills are introduced along with the ability to follow multiple-step instructions.
NUMBERS	The basic meaning, recognition, and writing of numbers (up to 50 by K4) and shapes are introduced.
MOTOR SKILLS	Copy basic shapes, correct grip on pencils/crayons, cut paper, able to hop and stand on one foot, skip, speak, etc.
SOCIAL SKILLS	Learns to play well with others, wait their turn, follow routines, shares, listen and help put things away.
BIBLE	<i>Bible classes include prayer, Bible stories, songs and Scripture memorization, with dedicated time set aside each day for this instruction. The foundation of our teaching is God's Word, supported by a well-developed Bible curriculum. Our teachers work to integrate biblical principles into daily classroom and playground interactions. For instance, when conflicts arise among children, they may encourage forgiveness and kindness, drawing from Ephesians 4:32: "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."</i>

Proverbs 22:6 reminds us to *'train up a child in the way he should go and when he is old, he will not depart from it.'*

GENERAL SCHOOL RULES/POLICIES

Hours of Operation

Regular School Hours: 7:45 a.m. – 3:00 p.m.

Early Release Days: Regular School Ends at 2:00 p.m. - As Calendared

Before school: 7-7:45 a.m.

After school: 3:15-6 p.m.

Our facility offers a before/after-school program for families who need care outside of regular school hours. This program is called our 'aftercare program' and is available for children ages 0-12. The tuition rates for part-time (1-3 days a week) and full-time (4-5 days a week) aftercare are listed on our website and tuition rate sheets.

Our aftercare program is staffed according to how many children are registered. You must pre-register for the aftercare program. In the event that families have occasional aftercare needs, you must call the office to notify administrative staff. **There will be a charge of \$20 per day** per child for this option. Please also notify your child(ren)'s teacher so they are aware.

Photography & Media

- CBS uses our website and social media outlets to promote activities at CBS. By enrolling your student in the CBS program, you understand and give permission to use your student's photograph on one or more of these outlets for promotional purposes. In addition, your child's photo may be used within the classroom for educational purposes.
- Proverbs 16:28 (NASB) - *"A perverse person spreads strife, And a slanderer separates close friends."* To maintain a collaborative Christian environment, slanderous and negative comments from parents or guardians on social media or other sites are not permitted and may result in student dismissal or legal action.

Summer Program:

Our facility is open year-round with two separate sessions: an Academic Program and a Summer Program. Our Academic Program begins in the middle of August and ends in late May. The Summer Program begins in June and ends in the middle of August. Our summer program is for children aged 0-12. **Hot lunch is not provided for the summer program, so a cold lunch packed from home must be provided.** Summer activities include but are not limited to Vacation Bible School, daily worship, field trips, water play, scavenger hunts, pajama days and more! Tuition during the summer program will be announced each year

Student Dress Code:

Children should be dressed in modest, practical clothing that is appropriate for an active day of learning and playing. As a Christian school, we seek to encourage values that reflect being "in the world, but not of it." Clothing should be neat, comfortable, and suitable for both indoor and outdoor activities. **Cropped or midriff-baring shirts are not permitted; shorts should be at least mid-thigh in length, and spaghetti-strap tops or dresses should be layered with a t-shirt or worn with appropriate coverage.** Clothing displaying messages or images that conflict with Biblical values, including references to violence, alcohol, or similar themes, is not permitted.

Children should wear clothing that allows them to manage their toileting needs independently and participate comfortably in daily activities, which may include messy play. Families are encouraged to

send a complete change of clothing and provide appropriate outerwear for outdoor play. All jackets, sweaters, and hats should be clearly labeled with the child's name. For safety reasons, flip-flops and loose-fitting jewelry, especially necklaces, should not be worn to school except on designated special-event days.

K3–K5 Chapel Day:

Wednesday is Preschool Chapel Day for K3–K5 students. While dressing up is not required, children are encouraged to wear nicer clothing as an opportunity to practice the traditions followed by students in the upper grades. Participation is optional but welcomed.

Finally, helping your child choose clothes for school is a great opportunity to begin lessons in modesty (girls wearing shorts under skirts and dresses) and the appropriateness or inappropriateness of some clothing styles. Shoes must be worn at all times. Make-up is not permitted, hats or hoods may not be worn inside the building at any time.

K2 Chapel Day:

The K2 class participates in a chapel experience within their classroom that is thoughtfully designed for two-year-olds. Through age-appropriate lessons, worship, and activities, children learn about God's love for them and Jesus' desire to have a personal relationship with each of them. This classroom-based setting provides a comfortable and flexible environment where young children are free to learn and engage at their developmental level, without the more structured expectations of a formal chapel service.

Respect to Teachers

Teachers should always be addressed as Mr., Miss, Ms., or Mrs. both on and off campus, during school hours and after school hours.

Personal Property at School

No toys from home are to be brought to school. Our classrooms are filled with toys, and we can't be responsible if a student's belongings are lost.

Parent Volunteer Hours

Parents are encouraged to contribute 10 volunteer hours during the school year. These hours can be fulfilled in a variety of ways and do not need to be completed on campus. Families also have the option to buy out volunteer hours at a rate of \$10 per hour or purchase equivalent supplies and classroom needs. This option can help provide supplies that are not fully covered by the general supply budget, such as copy paper, printer ink, and storage bags—items that teachers often provide using their own personal funds.

There are many opportunities to serve, including volunteering in the classroom as a Class Buddy or participating on the school PTO committee. If you have questions about volunteer opportunities or would like suggestions for ways to support your child's classroom, please contact your child's teacher. They will be happy to help you find meaningful ways to contribute.

SCHOOL ATTENDANCE GUIDELINES

In order for a student to be considered for admission to preschool, an application form for enrollment must be completed and submitted through FACTS, along with the application, enrollment, and curriculum fees. **All applicants must sign and agree to our facility's**

statement of faith and handbook acknowledgement form.

CBS admits students of any race, color, and national or ethnic origin. Acceptance typically depends on class sizes, academics, and/or disciplinary history.

K-3 students must be three years old by September 1st, must be fully potty-trained, must provide a copy of their birth certificate, and must submit proof that immunizations are current OR a signed immunization waiver.

K-4 students must be four years old by September 1st, must provide a copy of their birth certificate and must submit proof that immunizations are current OR a signed immunization waiver.

Personal Property at School

NO TOYS FROM HOME ALLOWED No toys from home are permitted at school. Our classrooms are fully equipped with toys, and the school cannot be held responsible for any personal items that are lost or misplaced. Any toys brought from home will be confiscated and returned to your child at the end of the day.

EARLY EDUCATION EVALUATIONS

K3 and K4 classrooms conduct fall and spring evaluations to highlight each child's academic progress and social-emotional development. Additional evaluations are available upon request. Ongoing communication between teachers and parents is encouraged, and conferences may be scheduled as needed.

TEACHER / PARENT COMMUNICATION

The Early Education Program uses the Brightwheel app to communicate with parents about school updates, upcoming events, and their child's individual needs and behaviors. Parents are encouraged to download the app to stay fully informed. Brightwheel is also used to share classroom activities, as well as any needed supplies or announcements for each class.

Additionally, K4 students may use the app Class Dojo and a weekly envelope with finished student work and communication newsletter.

VISITORS AND PARENT VOLUNTEERS

Every visitor and all parent volunteers must first obtain office approval and receive a Visitor's Pass before being permitted on the campus grounds. Visitor's Pass must be visibly worn at all times. Visitors must abide by all school policies and rules while on school grounds, including but not limited to the dress code and other issues outlined in the Code of Conduct. All parent

volunteers **must** have a current background check on file in the office.

Anyone not employed by or enrolled in CBS will not be allowed to loiter on school grounds during school hours.

FIRE/LOCKDOWN DRILLS

In the event of a fire/lockdown drill, parents will be notified after the drill is completed.

LOCKDOWN/INTRUDER EVENT

In case of an emergency, the Administration will announce a lock-down over our public address system. Teachers will lock all doors and windows and direct students to a location in the classroom away from the doors and windows. Students and teachers are to remain in this posture in absolute silence until the all-clear public announcement is given by police authorities. Per police protocol teachers will not communicate via phone calls or texts. Please do not try to communicate with your child(ren)'s teacher(s). Once the lockdown is lifted, parents will be notified by the office.

LOST AND FOUND

Books, clothing, and other personal belongings should be clearly labeled with your child's name. Properly labeled items can be easily identified and returned to their owner. Please note that valuable or sentimental items that are not related to school activities should remain at home, as the school cannot be responsible for lost or damaged personal possessions.

Items found on campus will be placed in the Lost and Found, while smaller, higher-value items will be turned in to the school office. Any unclaimed items remaining at the end of each month will be donated.

Parents are encouraged to check the Lost and Found regularly for any misplaced belongings. The Lost and Found is located in the cafeteria on the lower level of the school building.

CODE OF CONDUCT

Centennial expects the cooperation and respect of students and parents in the enforcement of the Code of Conduct. Physical discipline is not used. Time outs, redirection and good behavior incentives are a few of the techniques we use to ensure the positive growth of our students. Our goal is to build a constructive foundation for children to use throughout their life.

Behavior such as biting, pinching, foul language, intentional spitting, intentional injury to another child, or disrespect to staff members or other students will not be tolerated. Staff will send home incident or accident reports in the case of negative behaviors listed above or if other concerns merited.

PARENTAL SUPPORT

The staff desires a harmonious relationship with students, parents and families. If parents have a question about a school policy or an event that involves their child, they are to first notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and staff. Parental support is an essential part of a collaborative educational process. If, at the sole discretion of the administration, a parent has failed to support the Administration, staff or the standards articulated in the Our Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

1st Incident	Communication to parents/guardians via Brightwheel or Class Dojo
2nd Incident (same issue)	Guardians will be notified; a note will be sent home.
3rd Incident (same issue)	Conference between the parents/guardians, administration and the principal about possible expulsion will take place.

CBS may at any time choose to conference with guardians to discuss any severe or unusual behavior. We care about ALL the children in our care and want the best for them. We strive to help children develop and grow through their behavioral issues. Our upper Early Education classes use a red light/yellow light/green light system for behavioral issues.

TERMINATION/WITHDRAWAL

A child's enrollment may be discontinued due to, but not limited to, ongoing behavioral concerns or failure to comply with program policies. Staff will approach behavioral challenges with patience and support; however, if a child's actions pose a safety risk to themselves or others and do not improve despite intervention, a different environment may be more suitable. Additionally, while staff aim to maintain positive collaboration with parents, continued non-compliance or inappropriate conduct toward staff or enrolled children may result in immediate termination of enrollment.

ABSENCES

If your child is unexpectedly absent, please notify the office as soon as possible. For planned absences, reach out via email or phone to inform the office and communicate with your child's teacher to ensure they are aware.

WEATHER POLICY

In most cases if the Caldwell, Nampa, or Vallivue School Districts closed due to inclement weather, then we will also be closed unless deemed safe for by our administration. Information about closures can be located on KTVB or 89.5 FM KTSY.

HOLIDAYS

Our yearly Early Education calendar lists all the days our facilities are closed. It also includes any days that we provide care to families for a daily rate (per child). **We ask that if you need care on any of these extra days to please notify our school office 1 week in advance.**

If any of these holidays fall on a weekend, our facility will be closed on the designated observed holiday. In addition, one day in August (TBA) will be set aside for CPR/First Aid training. The holidays on which we will be closed are as follows:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day

ARRIVAL AND DROP-OFF PROCEDURES

To ensure the safety and security of all children, students may only be released to individuals listed as authorized pick-up contacts in FACTS. Parents are responsible for maintaining current authorization information and updating it whenever changes occur. Staff may require valid photo identification before releasing a child to any authorized individual.

Parents are required to sign their child in upon arrival and sign their child out at dismissal using the unique Brightwheel access code provided at enrollment. Families may also use the QR code posted outside their child's classroom for check-in and check-out. Children who are dropped off in the Opening Room before their classroom opens should be signed in using the QR code posted in the Opening Room and signed out using the appropriate QR code at pick-up. Accurate check-in and check-out records are required each day to ensure student safety and attendance accountability.

Early Education students may not arrive before 7:45 a.m. unless they are enrolled in the Aftercare Program. Students enrolled in Before/Aftercare who arrive before 7:45 a.m. should be dropped off at the Early Education entrance on the south side of the building. All students must be picked up by 3:15 p.m. unless they are participating in Aftercare. Students not picked up by 3:15 p.m. will be transitioned to Aftercare, and applicable fees will be charged.

We understand that unforeseen circumstances may occasionally delay pick-up. Families

should notify the center as soon as possible if they anticipate being late. A late pick-up fee of \$20 will be assessed for children remaining after 3:15 p.m. Repeated late pick-ups may require enrollment in the Aftercare Program, with associated fees added to the family's tuition account. Students attending Aftercare must be picked up no later than 6:00 p.m., and additional charges may apply for late pick-up.

Students arriving late or departing early during regular school hours must be signed in or out through the school office. For security reasons, parents should depart campus promptly after drop-off unless conducting school business.

ALL EARLY EDUCATION CLASSROOMS

Active Supervision

Children will be actively supervised at all times by sight and/or sound, including during feeding, diapering, floor play, tummy time, outdoor activities, transitions, rest periods, and emergency situations. Staff will maintain required child-to-staff ratios and remain aware of each child's location, activity, developmental level, and individual needs throughout the day. Children may never be left unattended.

Daily Health Monitoring and Illness Exclusion

Parents are expected to assess their child's health before arrival each day. Children showing signs of illness (see 'Disease and Illness' Section of this document), or symptoms that prevent participation in normal activities, must remain at home. Staff may conduct visual health checks upon arrival and throughout the day. If symptoms develop while at school, parents or guardians will be notified and expected to arrange prompt pickup. Children may return when they meet the school's illness policy requirements and are well enough to participate in normal classroom activities.

Handwashing, Hygiene, and Diapering Procedures

Hygiene, and Diapering Procedures Staff and children will practice proper handwashing upon arrival, before and after meals and feedings, after diapering or toileting, after outdoor play, after contact with bodily fluids, and whenever hands are visibly soiled. Diaper changes will be completed using sanitary procedures on designated changing surfaces. Staff will wear gloves as appropriate, properly dispose of soiled diapers, disinfect changing areas after each use, and wash both the child's and staff member's hands following each diaper change. Parents are responsible for providing labeled diapers, wipes, creams, and extra clothing.

Medication and Special Care Plans

Medication may only be administered when written parent or guardian authorization has been provided and the medication is supplied in its original labeled container. **Medications are to be kept in the lock box located in the front office.** Parents must inform the school of all allergies, medical conditions, dietary restrictions, developmental concerns, or special care needs and keep all care plans current. Emergency contact information, authorized pickup lists, and medical documentation must be maintained and updated as needed.

Cleaning, Sanitizing, and Classroom Safety

Classrooms, toys, tables, feeding areas, diapering stations, rest equipment and high-touch

surfaces will be cleaned and sanitized according to established schedules and as needed throughout the day. Toys that are mouthed, contaminated, or visibly soiled will be removed from use until properly cleaned. Staff will routinely inspect the environment for potential choking hazards, small objects, loose cords, unsafe equipment, spills, unsecured furniture, and other safety concerns. Play areas will remain clean, organized, and developmentally appropriate for infants and young toddlers.

Injury, Incident, and Emergency Response

Minor injuries will be treated using appropriate first aid and documented according to school procedures. Parents will be notified of injuries, illnesses, or incidents as appropriate. In the event of a serious injury, medical emergency, fire drill, evacuation, lockdown, severe weather event, or other emergency, staff will follow established school procedures while maintaining close supervision of all children. Emergency services will be contacted when necessary, and parents or guardians will be notified as soon as possible. At least one staff member holding current pediatric CPR and first aid certification will be available in accordance with school and licensing requirements.

Parent Communication and Partnership

Families are expected to provide and maintain current feeding instructions, allergy information, immunization records or waivers, emergency contacts, authorized pickup lists, and daily supplies. Parents should promptly communicate illness diagnoses, medication changes, allergy updates, and other health-related concerns. Teachers and staff will communicate routine care needs, health and safety concerns, supply needs, and significant incidents through approved school communication systems and the school office.

K1 CLASSROOM – AGES 6 MONTHS TO YOUNG TODDLERS

The K1 classroom serves infants and young toddlers and follows developmentally appropriate health and safety practices designed to protect each child's physical well-being, emotional security, and daily care needs. Maintaining a safe and healthy environment is a shared responsibility among administration, teachers, staff, and families. All staff are expected to comply with school policies, Idaho childcare requirements, IdahoSTARS health and safety guidance, applicable safe sleep standards, sanitation procedures, and emergency preparedness expectations.

Safe Sleep Practices

Infants under 12 months of age will be placed alone, on their backs, in an approved crib or other safety-approved sleep environment with a firm mattress and fitted sheet. Cribs will remain free of blankets, pillows, bumper pads, stuffed animals, loose bedding, and other soft items. Infants who fall asleep in a car seat, swing, bouncer, or other non-approved sleep device will be moved to an approved sleep surface as soon as it is safe to do so. Staff will monitor sleeping children according to safe sleep requirements and classroom procedures.

K1 (Infants & Toddlers) – 12:00 – 2 p.m.

We strive to maintain each child's established schedule as closely as possible. However, we also aim for all children to nap between 12:00 and 2:00 p.m. Additional nap times are provided as needed to meet each child's individual needs.

We supply napping beds; please bring your child's blanket or sleep sack, as age appropriate, which can be stored here on site.

Ensuring a safe sleeping environment is essential for infants as they grow and learn. To support this, Centennial has established a policy on safe sleep practices for children up to one year old. We adhere to the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to minimize the risk of sudden infant death syndrome (SIDS) and promote safe sleep conditions. Our staff strictly follows the AAP safe sleep guidelines.

Feeding, Food Safety, and Allergies

Parents are responsible for providing breastmilk, formulas, bottles, and sufficient age-appropriate food and snacks to meet their child's daily nutritional needs. **While the K1 classroom maintains a limited supply of emergency food items, families should ensure that adequate food and feeding supplies are provided each day.** Refrigerators, freezers, bottle warmers, and a microwave are available in the classroom to support the safe storage and preparation of breastmilk, formulas, bottles, and food

All bottles, breastmilk, formula, food containers, and snacks must be clearly labeled with the child's name and date when applicable. Breastmilk should be brought to the classroom frozen and labeled with the child's name and the date it was expressed. Formula must be provided by the family and clearly labeled with the child's name.

Staff will follow each child's written feeding instructions, including feeding schedules, dietary requirements, and parent preferences. Proper handwashing procedures will be followed before and after feedings, and all food items will be stored, prepared, and handled according to classroom food safety practices. Children with allergies, dietary restrictions, medical conditions, or special nutritional needs must have current written documentation on file with both the classroom and school office. Staff will follow all documented allergy action plans, feeding guidelines, and emergency care procedures while maintaining student confidentiality and safety.

Medications (Including Teething Tablets)

State licensing regulations require that all medications and health-related products be stored securely and may not be kept in children's backpacks, diaper bags, or personal belongings. This includes prescription and nonprescription medications, as well as homeopathic remedies such as teething tablets. If you would like staff to administer or provide these items during the day, they must be turned into the office for secure storage. Families who may be unable to retrieve medications from the office before closing should provide an additional supply, clearly labeled with the child's name, to be kept on site in accordance with licensing requirements.

Protocol Review

K1 health and safety practices will be reviewed regularly by administration and updated as needed to reflect school policies, licensing expectations, staff training requirements, and current health and safety guidance.

K2 CLASSROOM – TWO’S TURNING THREE

The K2 classroom serves children who are two years old and preparing to transition into the three-year-old classroom. This room is designed to support growing independence, language development, social interaction, self-help skills (such as potty training), and early classroom routines while maintaining developmentally appropriate health and safety practices.

Maintaining a safe, clean, structured, and nurturing environment is a shared responsibility among administration, teachers, staff, and families. Staff are expected to follow school policies, Idaho childcare requirements, IdahoSTARS health and safety guidance, sanitation procedures, supervision expectations, and emergency preparedness procedures.

Handwashing, Hygiene, Toileting, and Potty Training

Staff and children practice proper handwashing upon arrival, before and after meals and snacks, after toileting or diapering, after outdoor play, after contact with bodily fluids, and whenever hands are visibly soiled. The K2 classroom supports children as they develop independence and learn toileting routines. Parents should provide a sufficient daily supply of diapers or pull-ups, wipes, and at least one complete change of labeled clothing. Children are encouraged to use the restroom regularly throughout the day, and staff provide assistance in a respectful and sanitary manner. Teachers and families work together to promote potty training, reduce reliance on pacifiers, and transition children from sippy cups as children prepare for the K3 program. While these items may be used as needed, children are expected to make progress toward these developmental milestones, including achieving full potty training, before advancement to the K3 classroom.

Families of children who are not yet potty trained must provide an adequate daily supply of diapers or pull-ups, wipes, and extra clothing. The school maintains a limited emergency supply of diapers and pull-ups; however, if center-supplied items are needed, a fee of **\$5.00 per day** will be charged to the family's account. Teachers will support children in developing age-appropriate self-help skills, personal responsibility, and independence throughout the school year.

Nap and Rest Time

K2 children participate in a daily rest period from **12:30 p.m. to 2:00 p.m.** Parents should provide a labeled nap mat and blanket that may remain at school during the week and be taken home weekly for laundering. Staff will create a calm and restful environment while recognizing that individual sleep needs may vary. Children will be actively supervised throughout rest time in accordance with Idaho licensing requirements, IdahoSTARS guidelines, and classroom procedures.

Pacifiers, Sippy Cups, and Transitional Items

The K2 classroom is a transitional setting for gradually phasing out pacifiers, sippy cups, and other toddler routines. These items may be used for a limited time when needed, but children are expected to work toward greater independence before entering the three-year-old classroom. Parents and teachers will partner together to support this transition in a calm, consistent, and developmentally appropriate way.

Meals, Snacks, Food Safety, and Allergies

Parents are responsible for providing a packed cold lunch from home unless hot lunch is

requested through the school's lunch program. Hot lunch is available for \$3.00 per day and should be requested through the child's teacher at drop-off. Monthly lunch menus are available on the school website. K2 students are provided with one morning snack each day.

All lunch containers, cups, and food items should be clearly labeled with the child's name. Children will be supervised during meals and encouraged to practice age-appropriate table manners, including remaining seated while eating and drinking to promote safety. Staff will follow proper handwashing and food safety procedures during meal and snack times.

Children with allergies, dietary restrictions, medical conditions, or special nutritional needs must have current written information on file with both the classroom and school office. Staff will follow all documented dietary accommodations, allergy action plans, and emergency care instructions to help ensure the safety and well-being of every child.

Social Development and Classroom Behavior

Two-year-old children are learning how to express needs, share space, follow routines, and interact appropriately with peers and adults. Teachers will use redirection, positive reinforcement, simple expectations, modeling, and consistent routines to support behavior and social growth. Behaviors such as biting, hitting, pushing, pinching, intentional spitting, or repeated unsafe actions will be addressed promptly and communicated to parents when needed. Staff and families will work together to help children develop self-control, kindness, and respect for others.

Protocol Review

K2 classroom practices will be reviewed regularly by administration and updated as needed to reflect school policies, licensing expectations, staff training requirements, and current health and safety guidance.

K3 CLASSROOM – THREE'S TURNING FOUR

The K3 classroom serves children who are three years old and preparing to transition into the four-year-old classroom. This room supports growing independence, preschool readiness, language development, social interaction, classroom routines, self-help skills, and Christ-centered character development while maintaining developmentally appropriate health and safety practices. **K3 students are expected to be fully potty trained before entering the classroom.** Maintaining a safe, clean, structured, and nurturing environment is a shared responsibility among administration, teachers, staff, and families. Staff are expected to follow school policies, Idaho childcare requirements, IdahoSTARS health and safety guidance, sanitation procedures, supervision expectations, and emergency preparedness procedures.

Handwashing, Hygiene, and Potty-Trained Toileting Expectations

Staff and children will practice proper handwashing upon arrival, before and after meals and snacks, after restroom use, after outdoor play, after contact with bodily fluids, and whenever hands are visibly soiled. K3 students must be fully potty trained and able to communicate restroom needs, use the toilet with age-appropriate independence, wipe, flush, redress, and wash hands with minimal reminders. Staff may provide verbal reminders, supervision, and limited assistance as needed for safety and hygiene; however, diapers and pull-ups are not used in the K3 classroom. **Parents should provide at least one complete change of labeled clothing in case of occasional accidents.** Repeated accidents or toileting

regression may require a parent conference and an individualized support plan.

Nap and Rest Time

K3 children participate in a daily rest period from **12:30 p.m. to 2:00 p.m.** Parents should provide a labeled nap mat and blanket that may remain at school during the week and be taken home weekly for laundering. Staff will maintain a calm, quiet environment that supports rest while actively supervising children in accordance with Idaho licensing requirements, IdahoSTARS guidelines, and classroom procedures.

Children are expected to rest quietly and respectfully during the designated rest period. Because students entering K3 are expected to be fully potty trained, families should provide an extra change of clothing for occasional accidents. Teachers will encourage the development of independence, personal responsibility, and appropriate rest-time behaviors while supporting each child's individual needs.

Lunches & Snacks

Parents are responsible for providing a packed cold lunch from home unless a hot lunch is purchased through the school's lunch program. Hot lunches are available for \$3.00 per day and must be requested through the child's teacher at drop-off. Monthly lunch menus are available on the school website. Because classroom staff are unable to heat lunches brought from home, all packed lunches should be ready to serve.

In K3 and K4 classrooms, families will rotate by providing snacks for the class as coordinated by the teacher. Children enrolled in the Aftercare Program will receive one snack daily; hot lunch is not served during full-care days. All lunch containers, cups, and food items should be clearly labeled with the child's name.

Children will be supervised during meals and snacks and encouraged to practice age-appropriate table manners, including remaining seated while eating and drinking to promote safety. Staff will follow proper handwashing, food handling, and classroom food-safety procedures during all meal and snack times.

Children with allergies, dietary restrictions, medical conditions, or special nutritional needs must have current written information on file with both the classroom and school office. Staff will follow all documented dietary accommodations, allergy action plans, and emergency care instructions to help ensure the health and safety of every child.

Social Development and Classroom Behavior

Three-year-old children are learning to follow classroom routines, communicate needs appropriately, share materials, wait their turn, participate in group activities, and treat teachers and classmates with kindness and respect. Teachers will use redirection, positive reinforcement, modeling, simple expectations, classroom routines, and age-appropriate consequences to support behavior and social growth. Behaviors such as biting, hitting, pushing, pinching, foul language, intentional spitting, intentional injury, repeated unsafe actions, or disrespect to staff or students will be addressed promptly and communicated to parents when needed. Staff and families will work together to help children develop self-control, responsibility, kindness, and respect for others.

Preschool Readiness and Classroom Participation

K3 students will be encouraged to participate in circle time, Bible lessons, music, art, learning centers, outdoor play, chapel activities, and age-appropriate academic readiness activities. Teachers will support children as they practice listening, following directions, completing simple tasks, caring for classroom materials, and transitioning between activities. Families can support classroom success by helping children arrive rested, dressed in practical clothing, and ready to participate in the full school day.

Protocol Review

K3 classroom practices will be reviewed regularly by administration and updated as needed to reflect school policies, licensing expectations, staff training requirements, and current health and safety guidance.

K4 CLASSROOM – FOUR’S TURNING FIVE KINDERGARTEN READINESS

The K4 classroom serves children who are four years old and preparing for kindergarten readiness. This room supports academic growth, independence, responsibility, social maturity, classroom participation, self-help skills, and Christ-centered character development while maintaining developmentally appropriate health and safety practices. K4 students are expected to be fully potty trained, able to manage personal restroom needs with age-appropriate independence and prepared to participate in structured classroom routines. Maintaining a safe, clean, organized, and nurturing environment is a shared responsibility among administration, teachers, staff, and families. Staff are expected to follow school policies, Idaho childcare requirements, IdahoSTARS health and safety guidance, sanitation procedures, supervision expectations, and emergency preparedness procedures.

Handwashing, Hygiene, and Independent Toileting

Staff and children will practice proper handwashing upon arrival, before and after meals and snacks, after restroom use, after outdoor play, after contact with bodily fluids, and whenever hands are visibly soiled. K4 students must be fully potty trained and able to communicate restroom needs, use the toilet independently, wipe, flush, redress, and wash hands with minimal reminders. Staff may provide verbal reminders and supervision as needed for safety and hygiene; however, diapers and pull-ups are not used in the K4 classroom. Parents should provide at least one complete change of labeled clothing in case of an occasional accident, spill, or outdoor play need. Repeated toileting accidents may require a parent conference and an individualized support plan.

Rest Time and Quiet Activities

K4 students participate in a daily rest and quiet period from **12:30 p.m. to 1:30 p.m.** As children prepare for kindergarten, this time is designed to foster self-regulation, independence, and respect for the needs of others. Students may rest, read quietly, or participate in other calm classroom activities as directed by the teacher.

If requested by the teacher, children should bring a labeled nap mat or other approved rest item, which may remain at school during the week and should be taken home regularly for laundering. Children who do not sleep will be encouraged to engage in quiet activities while allowing classmates an opportunity to rest. Staff will actively supervise all children throughout the rest period in accordance with Idaho licensing requirements, IdahoSTARS guidelines, and

classroom procedures, while supporting a smooth transition back into afternoon learning activities.

Meals, Snacks, Food Safety, and Allergies

Parents are responsible for providing a packed cold lunch from home unless hot lunch is purchased through the school's lunch program. Hot lunches are available for \$3.00 per day and must be requested through the child's teacher at drop-off. Monthly lunch menus are available on the school website. Because classroom staff are unable to heat lunches brought from home, all packed lunches should be ready to serve.

In K3 and K4 classrooms, families will rotate by providing snacks for the class as coordinated by the teacher. Children enrolled in the Aftercare Program will receive one snack daily; hot lunch is not served during full-care days.

All lunch containers, cups, and food items should be clearly labeled with the child's name.

Children will be supervised during meals and snacks and encouraged to practice age-appropriate table manners, including remaining seated while eating and drinking to promote safety. Staff will follow proper handwashing, food handling, and classroom food-safety procedures during all meal and snack times.

Children with allergies, dietary restrictions, medical conditions, or special nutritional needs must have current written information on file with both the classroom and school office. Staff will follow all documented dietary accommodations, allergy action plans, and emergency care instructions to help ensure the health and safety of every child.

Social Development and Classroom Behavior

Four-year-old children are learning to demonstrate responsibility, self-control, kindness, respect, cooperation, and appropriate classroom participation. Teachers will use redirection, positive reinforcement, modeling, clear expectations, classroom routines, and age-appropriate consequences to support behavior and social growth. Behaviors such as hitting, pushing, biting, pinching, foul language, intentional spitting, intentional injury, repeated unsafe actions, bullying behavior, or disrespect to staff or students will be addressed promptly and communicated to parents when needed. Staff and families will work together to help children develop responsibility, self-control, kindness, respect, and problem-solving skills.

Kindergarten Readiness and Classroom Participation

K4 students will be encouraged to participate in Bible lessons, chapel activities, circle time, teacher-directed instruction, early literacy, math readiness, handwriting practice, art, music, science exploration, learning centers, outdoor play, and group activities. Teachers will support children as they practice listening, following multi-step directions, completing assigned tasks, caring for classroom materials, organizing personal belongings, and transitioning between activities. Families can support classroom success by helping children arrive rested, dressed appropriately, and ready to participate in the full school day.

Protocol Review

K4 classroom practices will be reviewed regularly by administration and updated as needed to reflect school policies, licensing expectations, staff training requirements, and current health and safety guidance.

BEFORE/AFTER CARE, EXTENDED DAY & SUMMER CARE

The Aftercare Program is available to provide a safe, supervised, and structured environment for children who remain on campus after the regular school day. Children enrolled in Aftercare will participate in age-appropriate activities that may include outdoor play, quiet play, creative activities, games, reading, and supervised free-choice activities.

Parents must ensure that emergency contact information and authorized pick-up information remain current. Children may only be released to individuals listed on the child's authorized pick-up form unless prior arrangements have been made through the school office. A daily snack will be provided for children attending Aftercare. Parents are responsible for notifying the school of any changes to their child's attendance schedule or pick-up arrangements.

All school policies regarding behavior expectations, health and safety procedures, illness exclusion, emergency response, and parent communication remain in effect during Aftercare hours. Staff will maintain active supervision and provide a safe, nurturing environment until children are picked up by an authorized adult.

Lunches & Snacks

Children enrolled in the Aftercare Program (3:15 p.m. – 6:00 p.m.) will be provided with one afternoon snack each day. Hot lunches are not provided on full-care days, so families should send sufficient food to meet their child's needs throughout the day.

During the summer months, parents are encouraged to pack additional snacks and food. Children are often engaged in active outdoor play and physical activities, which increase their energy needs. Providing ample nutritious food helps ensure children remain energized, comfortable, and ready to participate fully in daily activities.

HEALTH POLICIES

IMMUNIZATIONS

For your child(ren)'s application to be accepted, a copy of their current immunizations **OR** a signed immunizations waiver must be attached to their application. PLEASE KEEP IMMUNIZATION RECORDS CURRENT AND TURN IN A COPY TO THE OFFICE WHEN UPDATED.

MEDICINE AND ALLERGIES

If a child needs to have prescription medicine administered during the day, we must have written authorization and dosage information from the legal guardian. Prescription medication must be in the original container, clearly labeled with the child's name and given to the front office in order for medication to be dispensed by the school. **DO NOT place any medications in a student's backpack or their personal belongings.** The medication may be returned to the guardian at the end of the day. A medication log (stating when your child receives their dosage) will be kept in the office medicine log binder. Our facility does keep some over the counter medications for use (as needed) on hand. Communication with parents/guardians will be made before anything is administered to a child.

If your child has allergies, please alert the school office to your child's needs so we can make the necessary arrangements to protect your child. Please notate all allergies in your student's application/enrollment packet.

DISEASES AND ILLNESS

To ensure, as best we can, that illnesses do not spread, please keep your child at home when he or she is ill. We are concerned with the well-being of all children in our care, as well as our staff, and request that everyone take precautions to prevent the spread of germs and contagious illnesses. Including but not limited to the following:

- **FEVER** — A temperature of 100.4 degrees or higher, especially when paired with symptoms like vomiting, sore throat, diarrhea, headache, stiff neck, or an unexplained rash, may indicate illness. If your child has a fever, they may return to school once they have been fever-free for at least 24 hours **without the use of fever-reducing medication** and are otherwise symptom-free.
 - **Please do not** provide your child with fever-reducing or other medication to mask illness. This action is counter-productive to their health and welfare and places teaching staff and other children at risk of illness
- **RESPIRATORY SYMPTOMS** — difficult or rapid breathing, severe coughing accompanied by a high-pitched croup or whooping sound after they cough; child is unable to lie down comfortably due to continuous cough.
- **DIARRHEA** — more than 2 or more loose stools in a 24-hour time period.
- **VOMITING** — one or more episodes of vomiting within the previous 24 hours.
- **EYE/NOSE DRAINAGE** — thick mucus or pus draining from the eye(s) or nose.
- **SORE THROAT**— especially when accompanied by fever
- **SKIN RASHES** — skin rashes, undiagnosed or contagious.
- **INFECTED SORES** — sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

If your child experiences any of the symptoms listed above while at school, we will move them to a quiet supervised area away from the other children and notify you or someone on your contact list to arrange immediate pick up.

We DO NOT release children to people not listed on their FACTS pick-up list. Photo identification is **required** to confirm the identity of your emergency contacts. **Please inform our office staff and your child's teacher within 24 hours if your child is diagnosed with any communicable or childhood diseases listed below.** This will enable us to alert other parents to be on the lookout for possible symptoms in their children. Parents will be notified if their child has been exposed to an infectious or communicable disease and of what symptoms to monitor. We will also sanitize the affected child's classroom. Centennial reserves the right to determine when a child who has been sick can return.

Children who have certain symptoms should be kept home until a doctor has decided that the symptoms do not indicate a communicable disease; the child is no longer contagious, or the symptoms have disappeared.

Upon having the following diseases, a student must have written consent from either a physician or the Health Department to return to school:

FEVER	A temperature of 100.4 degrees or higher, especially when paired with symptoms like vomiting, sore throat, diarrhea, headache, stiff neck, or an unexplained rash,
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	may indicate illness. If your child has a fever, they may return to school once they have been fever-free for at least 24 hours without the use of fever-reducing medication and are otherwise symptom-free. Please Do Not provide your child with fever-reducing or other medication to mask illness. This action is counter-productive to their health and welfare and places teaching staff and other children at risk of illness
RESPIRATORY SYMPTOMS	Difficult or rapid breathing, severe coughing accompanied by a high-pitched croup or whooping sound after they cough, child is unable to lie down comfortably due to continuous cough.
DIARRHEA	Two or more episodes of loose stools in a 24-hour time-period
VOMITING	Any vomiting within the previous 24-hours
EYE/NOSE DRAINAGE	Thick mucus, pus, or discolored discharge from the eyes or nose. Additionally, if your child is too uncomfortable or unwell to fully participate in the school day, they should remain at home and receive care until they are feeling better.
SORE THROAT / STREP THROAT	Extreme sore throat accompanied by fever or white spots on throat lining
SKIN RASHES	Any unexplained skin rashes with or without drainage.,

If your child experiences any of the symptoms listed above while at school, we will move them to a quiet supervised area away from the other children and notify you or someone on your contact list to arrange immediate pick up.

Communicable Diseases - **Please inform our office staff and your child's teacher within 24 hours if your child is diagnosed with any communicable or childhood diseases listed below.** This will enable us to alert other parents to be on the lookout for possible symptoms in their children. Centennial reserves the right to determine when a child who has been sick can return.

Children who have certain symptoms should be kept home until a doctor has decided that the symptoms do not indicate a communicable disease; the child is no longer contagious, or the symptoms have disappeared.

Upon diagnosis of the following diseases, a student must have written consent from either a physician or the Health Department to return to school:

Chicken Pox	Covid 19 (May return 5 days after positive test)	Hand, Foot & Mouth Disease
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Head Lice (evidence of treatment or doctor's note required) Staff will head check before returning to class	Impetigo	Influenza
Measles	Mumps	Pneumonia
Pink Eye	Ring Worm (Scabies)	Scarlet Fever
Strep throat	Whooping cough	

PROCESS FOR ADMISSION

New Student Application Process

Admissions Documentation for K1-12

Students applying for admission to Centennial Baptist School must complete the online application, submit the application fee, and provide the documentation listed below:

- Current Student Photo
- Birth Certificate · Immunization Records-must be up-to-date and/or Idaho School Immunization Exemption Form
- CBS Parent/Student Handbook Acknowledgment Form (K1-12th)

Application Submission

Once your online application has been submitted, the Admissions Department will begin reviewing and processing it. You will be notified of the admission decision along with the next steps to complete the enrollment process.

Non-Discriminatory Statement

Centennial Baptist School admits students of any race, color, national or ethnic origin, and does not discriminate on the basis of race, color, national or ethnic origin in the admissions process. Admission acceptance is typically based on factors such as class size, academic performance, and/or disciplinary history, without regard to race, color, or national/ethnic origin.

FINANCES

Tuition, Billing, and Payment Policies

At CBS, we strive to provide clear and consistent communication regarding tuition and fees, while extending grace and understanding whenever possible. The following policies help ensure that we can continue to serve all families with excellence and integrity.

Absences and Withdrawals

- **Tuition During Absences:** We are unable to offer tuition reductions for prolonged absences.
- **Early Withdrawal:**
 - A \$350 early withdrawal fee will be charged to students who withdraw within 90 days of enrollment. After 90 days, the fee reduces to \$100. Additionally, if the curriculum fee has been included in your payment plan, you will remain responsible for the outstanding balance.
 - Tuition charges will end on the date the official withdrawal form is signed.
 - Any tuition overpayment will be refunded after all textbooks are returned and any outstanding fees (including lunch, late fees, or other charges) have been paid in full.
 - Financial aid and scholarships will be removed for early withdrawal.

Payment Methods & Plans

- Tuition may be paid in full or divided into a **9-month** (beginning September 1); Summer programs are paid on a 3-month basis
- All tuition billing is processed through **FACTS Financial Management**.
- Payments may be made:
 - Directly through FACTS
 - In the school office (by cash, check, or money order)
 - By credit card over the phone via FACTS at **866-441-4637**

Payment Deadlines and Late Fees

- Families may choose either the **1st or 15th** of the month as their regular payment due date.
- Payments are considered **late** if not received within **8 calendar days** of the scheduled due date.
- Accounts more than **30 days past due** will no longer be eligible for tuition discounts for the current school year.

Delinquent Accounts

- Accounts more than 30 days past due or are habitually delinquent may be asked to change payment plans and amounts in FACTs.
- CBS reserves the right to remove discounts from delinquent accounts.
- Students with delinquent accounts will not receive report cards, transcripts, or school records until the account is brought current.
- Students with outstanding balances may not take midterms or final exams.
- All school property (e.g., textbooks, uniforms, locker locks) must be returned in good condition.

CBS reserves the right to charge late fees, fees for lost or damaged items, after-school care charges, and returned check fees.

- A **\$55 late fee** will be added to accounts with unpaid balances on the **9th or 23rd** of each month.
- If tuition and fees are not paid by the **1st of the following month**, students may be **temporarily suspended** until the balance is paid in full.
- Accounts must be in good standing to qualify for financial assistance the next school year.
- Textbooks damaged beyond repair will result in additional curriculum fees

Insufficient Funds Policy

- A **\$25 charge** will be applied through FACTs for any returned checks or payments with insufficient funds.
- After **three returned payments**, future payments must be made by **cash, money order, cashier's check, or debit/credit card**.

Prior Year Tuition

- All tuition and fees for the current school year must be paid in full before a student can be registered or placed for the upcoming year.

- Transcripts and school records will not be released until any outstanding balances are cleared.

Consistently Past Due Accounts

- Families with recurring late payments may be required to switch to a **semester-based or annual tuition payment plan** for future enrollment periods.

Collections

- Accounts that remain unpaid may be referred to a licensed **collection agency**.
- If this occurs, a **collection fee equal to 50%** of the outstanding balance will be added to the account.
- Families are responsible for all additional collection costs incurred.

Continuous Enrollment Information

Once your child is enrolled at Centennial Baptist School (CBS), they will remain enrolled until graduation or until you notify us otherwise.

Continuous Enrollment begins each February. Families planning to return do not need to take any action. Student enrollment will automatically continue, and the current tuition payment schedule (annual, 9-month, or 12-month) will remain in effect unless a change is requested in writing through the school office by March 1.

The re-enrollment and curriculum fees will be billed to your FACTS account in March and are due in May. These fees are non-refundable.

Families who do not plan to return must submit an Intent to Withdraw Web Form by the March deadline to avoid being charged for the re-enrollment and curriculum fees.

Continuous Enrollment Timeline/Key Details for the 2027-2028 School Year

- February 2, 2027, Continuous Enrollment Begins

No action is needed for families continuing with Centennial Baptist School, your student(s) will automatically be re-enrolled.

- March 1, 2027, Intent to Withdraw Deadline: Families not returning must submit an Intent to Withdraw Form by this date to avoid being charged the re-enrollment/curriculum fees.
- March 2, 2027, Re-Enrollment/Curriculum Fee Billing:

A \$50 re-enrollment fee per student will be billed to your FACTS account. Curriculum fees will be billed to your FACTS account according to your student's grade level:

- K3-K5: \$250
- 1st-5th: \$300
- 6th-12th: \$350
- March 3, 2027, Open Enrollment (For new families)
- May 1, 2027, Re-enrollment and Curriculum Fees are due in full. These fees are non-refundable if student(s) are withdrawn after March 1st.
- Withdrawal Fees
- May 1 – September 30: \$500 per student
- After September 30: \$100 per student

We consider it a privilege to serve your family and are excited to have your child as part of the CBS student body. To simplify the enrollment process, CBS offers continuous enrollment each year.

Continual enrollment helps families avoid unnecessary paperwork and allows CBS to plan effectively for the upcoming school year—both academically and financially. All re-enrollments are processed on **March 1** of the current school year for the following year.

Important:

If your child will not be returning to CBS, it is the parent's responsibility to notify the school office **before March 1**. If notice is given **after March 1**, the following fees for the upcoming school year will still be required:

- Enrollment Fee
- Curriculum Fee
- Withdrawal Fee

We appreciate your partnership and look forward to continuing to support your child's education.

Scholarships and Financial Aid: A limited number of scholarships and financial aid are available each school year. Here is the process

1. Submit application and application fee via FACTs.
2. June of every school year, CBS School Board reviews and awards aid per financial guidelines.
3. July/August - awards are sent to families.

Be aware that students must be enrolled in CBS to be eligible for financial aid. Financial aid is not guaranteed year-to-year. Accounts that become delinquent may lose financial aid and scholarships. Additionally, early withdrawals forfeit scholarships and financial aid awards

for the school year for which they are withdrawing. We recognize that financial challenges can arise and are committed to working with families who communicate proactively. Please reach out to the school office or accounts@cbschool.org if you are experiencing difficulty with tuition payments so that we may explore possible solutions together.

Important:

If your child will not be returning to CBS, it is the parent's responsibility to notify the school office **before April 1**. If notice is given **after April 1**, the following fees for the upcoming school year will still be required:

- Enrollment Fee
- Curriculum Fee
- Withdrawal Fee

We appreciate your partnership and look forward to continuing to support your child's education.

Scholarships and Financial Aid

A limited number of scholarships and financial aid are available each school year. Here is the process

1. Submit application and application fee via FACTs.
2. June of every school year, CBS School Board reviews and awards aid per financial guidelines.
3. July/August - awards are sent to families.

Be aware that students must be enrolled in CBS to be eligible for financial aid. Financial aid is not guaranteed year-to-year. Accounts that become delinquent may lose financial aid and scholarships. Additionally, early withdrawals forfeit scholarships and financial aid awards for the school year for which they are withdrawing.

We recognize that financial challenges can arise and are committed to working with families who communicate proactively. Please reach out to the school office or accounts@cbschool.org if you are experiencing difficulty with tuition payments so that we may explore possible solutions together.

LEGAL

Should legal action, for any reason, be taken against CBS or any employee or agent thereof on a child's or parent's behalf, and the school or its agent are not found at fault, the parent or legal guardian agrees to pay any attorney fees, court fees, damages, or other costs that Centennial or its agent should incur to defend itself against such action.

STATEMENT OF FAITH

THE SCRIPTURES

We believe the Bible to be inspired, the only infallible authoritative Word of God. Inspired by the Holy Spirit, it has supreme authority in all matters of faith and practice. II Timothy 3:16-17; II Peter 1:20-21; Matthew 5:18; John 16:12-13; Hebrews 4:12

THE TRINITY

We believe that there is one living and true God, eternally existing in three persons: Father, Son and Holy Spirit. These are equal in every divine perfection. They execute distinct, but harmonious, offices in the work of creation, providence, and redemption. Deuteronomy 6:4; II Corinthians 13:14; Mark 12:29; Matthew 28:19; Isaiah 43:10-11.

GOD, THE FATHER

We believe in God, the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. Isaiah 48:12; Ps. 95:3,6; Is. 40:21-26; Ps. 139:1-12; Jn. 7:37,38

JESUS CHRIST

We believe in the deity of Jesus Christ, in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, in His bodily resurrection, ascension to the right hand of the Father, and in His personal return for His church and with His church in power and glory. Philippians 2:6; Hebrews 1:8; Isaiah 7:14; Matthew 1:20; Romans 3:25; Titus 2:13; I Corinthians 15; I Thessalonians 4:13-18; John 20:31.

THE HOLY SPIRIT

We believe the Holy Spirit is a divine Person, the third Person of the Trinity. In the present age, He convicts of sin, of judgment, and of righteousness, He bears witness to the truth of the Gospel in preaching and testimony, He is the agent in the new birth, indwells all believers in the Lord Jesus Christ, baptizes them into the body of Christ, seals them unto the day of redemption, and every believer is commanded by God to be filled with the Holy Spirit, Who bestows gifts as He wills. Acts 1:8; Romans 8:9; I Corinthians 12:12-14; Ephesians 5:18-20; I Corinthians 3:16-17.

SALVATION

We believe in the depravity of man, that all men are sinners by nature and by choice, and are therefore in need of salvation, divine redemption through personal regeneration. We believe that those who repent of their sins and believe in Jesus Christ as Savior are "saved", "regenerated" by the Holy Spirit. Acts 10:47-48.

SANCTIFICATION

We believe that all believers are indwelt with the person of the Holy Spirit at the time of regeneration, given every spiritual blessing, all things pertaining to life and godliness, and empowered with the resurrection power of the Holy Spirit, drawing upon the resources available through the resurrected Christ, to the end that our lives increasingly manifest the very life, character, and power of Christ. Acts 2:38, II Peter 1:3, Ephesians 1:3, Ephesians 2:1-6, II Corinthians 3:16, Romans 12:1-3, Galatians 2:20.

THE CHURCH

We believe in the local church, consisting of a company of believers in Jesus Christ who have a credible profession of faith, and have associated for worship, work, and fellowship. We believe that the calling of the church is to be the very presence of Christ in the midst of the world, standing as a testimony of His life and character. We believe that the testimony of Christ's life is seen most fully in the corporate expression of His life that is the church, and that when God calls people unto life with Himself He necessarily calls them into fellowship with other believers as well. Ephesians 1:22-23; Ephesians 5:25-27; I Corinthians 12:12-14.

THE ORDINANCES

We believe that the Lord Jesus Christ has committed two ordinances to the local church: water baptism and the Lord's supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that baptism signifies and symbolizes Christian life begun. We believe that the Lord's supper was instituted by Christ for commemoration of His death and signifies Christian life continued. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. Matthew 28:19; Acts 10:47-48; Romans 6:4.

HUMAN SEXUALITY

A. We believe that God has commanded that all intimate sexual activity be solely and exclusively within a marriage between one man and one woman. We believe that any form of sexual immorality including, but not limited to, homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

B. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

CBS HANDBOOK ACKNOWLEDGEMENT FORM 2025-2026

Please review the attached Centennial Parent/Student Handbook, and sign below as indicated. Review and expressed agreement with the Parent/Student Handbook is a condition of enrollment/re-enrollment. Attendance at Centennial Baptist Schools is viewed as a privilege that may be forfeited by any student who does not abide by the standards and procedures of the school.

By signing below, we acknowledge that we have read, understood, and agree to abide by the expectations and policies expressed in the Parent/Student Handbook.

Student Name (printed): _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____