

Welcome Families to



**PARENT HANDBOOK**  
**2026 – 2027**

## **NON-DISCRIMINATION STATEMENT**

Chapel By The Sea Preschool (CBTSP) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin. However, CBTSP reserves the right to refuse admission or to discontinue enrollment of any student unwilling to comply with the school's policies.

## **MISSION STATEMENT**

The mission of Chapel By The Sea Preschool is to glorify God by educating, training, and nurturing students in their spiritual, academic, physical, emotional, and social development, which leads to the formation of God's character within and equips them for a life of service to their Savior, homes, churches, vocations, and communities (Prov. 22:6). This is achieved through a Christ-centered education based on the authoritative and infallible Word of God.

## **DOCTRINES & ARTICLES OF FAITH**

See Attachment

## **FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT**

This Doctrines & Articles of Faith do not exhaust the extent of our beliefs. The Bible itself, as the inspired, inerrant, and infallible Word of God, speaking with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of CBTSP faith, doctrine, practice, policy, and discipline, the Elder Board of Emerald Isle Chapel By The Sea is the final interpretive authority on the Bible's meaning and application.

## **STATEMENT OF PHILOSOPHY OF EDUCATION**

The philosophy of the Chapel By The Sea Preschool is based on a God-centered view that the only truth is God's and that the Bible is the inspired, infallible, and authoritative Word of God that contains this truth. The aims of our program are as follows:

- To clearly communicate the message of salvation through faith in Christ and power through the Holy Spirit to live a redeemed life.
- To provide an educational experience based on God's Word that will result in clear, critical thinking and the development of a biblical worldview and Christ-like character in each student.
- The staff of the school is dedicated to the responsibility of providing a high standard of Christ-centered education.
- Preschool's philosophy of education is that children learn through play as well as teacher directed instruction.

## **STATEMENT OF EDUCATIONAL GOALS**

The educational goals at Chapel By The Sea Preschool are designed to foster and complement the student's development on four areas. These areas parallel the growth of Jesus Christ as expressed in Luke 2:52, "and kept increasing wisdom and stature and in favor with God and man." CBTSP seeks to develop the student in the areas of:

## **PHYSICAL**

- Provide a safe and healthy environment where children may develop physically.
- Promote the continual development of gross and fine motor skills.
- Teach children that their bodies are a gift from God.
- Encourage and develop health and hygiene practices.

## **MENTAL**

- Develop competence and satisfaction in the mastery of new skills.
- Build a positive attitude towards education and lifelong learning.
- Help the student learn to interpret man's wisdom in light of God's Word.
- Stimulate academic curiosity, creativity, and imagination.
- Promote an understanding of God's universe and the people of His world.
- Teach a core educational program appropriate to a child's readiness.
- Challenge the student through high academic standards.
- Teach and encourage the student to utilize good study habits.

## **SPIRITUAL**

- Show a student his or her need to acknowledge and accept Jesus Christ as his or her Savior and personal Lord.
- Help develop a love for God's creation and man's stewardship.
- Help develop a sense of self-worth as beings created in God's image.
- Help the student mature as a Christian through Bible study, prayer, and service to others.
- Model Christ like behavior and promote Godly character, honor, and respect.
- Encourage the student to attend and be committed to a local church.

## **SOCIAL**

- Guide the student in making Christ-like choices in daily situations.
- Teach love and forgiveness of others as Jesus modeled on earth.
- Develop the ability to resolve interpersonal problems in a God honoring way.
- Develop the social skills of cooperation and interaction with other students.

## **SCHOOL PROPERTY**

- Chapel By The Sea Preschool will not replace and/or reimburse students for lost or stolen articles.
- Students and their parents/guardians are responsible for damaged property (personal, school or church) whether the damage was accidental or willful.
- Unclaimed lost and found items will be cleaned out every two weeks and donated to a charitable organization.

## **PERSONAL POSSESSIONS**

Students are encouraged not to bring personal possessions to school. Personal possessions that are brought to school are brought at the responsibility and risk of the owner. The school is not responsible for loss of or damage to an individual's possessions.

## **HARASSMENT POLICY**

Chapel By The Sea Preschool is committed to maintaining a school environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The administration will take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Students who feel they have been subjected to conduct of a harassing nature should promptly report the matter to the school administration. Students who observe conduct of a harassing nature should also report the matter to the school administration. All complaints will be promptly investigated.

## **CHRISTIAN TRAINING**

Chapel By The Sea Preschool's biblical role is to teach, train, and mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the biblical principles of the school as expressed in the Doctrines of Faith. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **FINANCIAL POLICY PAYMENT REMITTANCE**

Payments can be made in person, placed in the church office door drop box, or preferably online. We accept cash, money order, or checks. We currently accept debit or credit card payments online at [www.eichapel.org](http://www.eichapel.org). Under GIVE designate PRESCHOOL.

## **TUITION AND FEES**

- A non-refundable registration fee of \$225 per child is due upon enrollment.
- Submission of the completed student enrollment packet is due one-week prior to start date.
- Parents who desire to re-register for the next school year will be charged a re-registration fee.
- Tuition of \$290 per child is due on the 1st of each month and a late fee of \$25.00 will incur if not paid in full by the tenth of the month.
- A service fee of \$25.00 will be charged for all returned checks.
- There will be no credit for missed days, absent days, school closures or holidays.
- Thirty (30) day written notice must be given prior to withdrawing a child from the program. The parent/ guardian will be financially responsible for the full month's tuition if they fail to give a 30-day notice.
- Accounts that become 30-days past due will result in immediate withdrawal of the child until the account returns to good standing.
- All rates are subject to change at any time. A 30-day written notice will be given prior to changes.
- When enrolling your child, the registration fee and the first month's tuition must be paid in full by the first day of school. Both amounts are non-refundable.

## **EARLY WITHDRAWAL**

If it becomes necessary to withdraw a student from school, the parent/guardian must complete a withdrawal form available from your child's teacher. A 30-day notice is required for withdrawal of a student. Failure to give a 30-day notice will result in paying a full month's tuition.

## **PRESCHOOL SCHEDULE**

The CBTSP term for 2026-2027 will start the first Tuesday after Labor Day and will end on the Thursday before Memorial Day. The school will be closed on major Federal holidays, teacher in-service, and staff development dates. The Preschool is open Tuesday, Wednesday, Thursday, and Friday from 8:30 am to 12:00 pm. The CBTSP closely operates as much as we can on the Carteret County public school calendar; there are exceptions. In the event of bad weather, monitor the local TV and radio stations for updates on public school closings and re-openings and/or an email from your teacher. If there is a delay for public schools, we are closed.

## **ATTENDANCE POLICIES**

Upon arrival, each child must be signed in and accompanied by an adult to the classroom or church lobby entrance or playground, and a teacher must be notified that the child is on the premises. A teacher will greet your child and assure they are in good health and fit to attend school.

A full signature is required on the sign-in/sign-out sheet. It is imperative that your child is signed in and out correctly every day. Only an adult 18 years or older can pick-up and sign-out a child.

We ask that all children arrive no earlier than 8:20 am or later than 8:30 am. All children must be picked up by 12:00 pm. Please contact the director about a waiver of the drop-off or pick-up policy due to extenuating circumstances.

A child will not be released to anyone other than the parent or legal guardian unless named on the *appropriate paperwork and Brightwheel*. If someone other than the parent or legal guardian is to pick up the child, staff must be notified in writing, ahead of time, preferably an email the night before.

All adults picking up children must be prepared to show picture identification upon request of staff prior to any child being released. There will be a \$10 charge per child for every 5 minutes late for pickup after 12:10 pm.

Showing the orange placard at pick up helps the teachers tremendously.

## **TERMINATION OF CARE**

We reserve the right to terminate care of any child for the following reasons:

- Failure to meet discipline guidelines
- Failure to respond within one hour when called to pick up a sick or disobedient child
- Continual biting
- Continual bad language
- Biting that breaks the skin
- Delinquent accounts
- Continual late pick up of child
- Parent and or student behaviors that conflict with Christian values and biblical principles.

All attempts will be made to give a two-week written notice of termination of care. We reserve the right to immediately withdraw students.

### **6 WEEK TRAIL PERIOD**

The first 6 weeks of care are considered a “trail period”. Either party can withdraw from our agreement without written notice within these first 6 weeks. No refunds will be given for any services provided within this time period.

### **BITING POLICY**

Any time a child bites and breaks the skin they will need to be taken home. The child is allowed to return the following day. Continual biting may result in termination of care.

### **DISCIPLINE POLICIES**

Preschool staff uses positive reinforcement, appropriate consequences, and time out when needed to discipline a child. Parents of a child with a continual behavior problem will be contacted for a conference where both parties can work together to correct the situation. Based on the seriousness of the behavior it may become necessary for a parent to pick up their child, suspend care, or terminate care.

All attempts will be made by the staff and the director to work with the parent and child to correct the inappropriate behaviors. Under no circumstances will Preschool staff use corporal punishment, even under the request of a parent or guardian.

### **BEHAVIOR MANAGEMENT**

We aim to help children develop self-control by providing a secure and pleasant environment where children are led by fair, clear, and consistent limits. We use the following methods to accomplish this:

- Praise, reward, and encouragement
- Reason and set limits for the children using consistent, clear, simple rules
- Model appropriate behavior
- Modify the classroom environment to attempt to prevent problems before they occur
- Listen to the children
- Provide alternatives for inappropriate behavior, give them ‘words’ to use to solve problems
- Allow the children to experience the natural and logical consequences of their behavior
- Treat the children as people and respect their needs, desires, and feelings
- Ignore minor misbehavior, when appropriate
- Explain things to the children on their level
- Use very short, supervised periods of ‘reset,’ approximately one minute per year of age
- Set aside a chair for time to rethink behavior, known as the ‘thinking chair’ or ‘cool down chair’

### **CONTINUAL AND EXTREME DISCIPLINE**

Incident reports will be filled out when certain actions take place. They include, but not limited to hitting, kicking, biting, throwing, spitting, scratching, misuse/abuse of school property, verbal

misbehavior, and continual refusal to follow directions. Continual and extreme cases result in the following:

- A visit to the Director's office
- A phone call home
- A parent conference
- Dismissal

## **HEALTH DOCUMENTS**

Every student is required to have his/her immunization record on file in the preschool office. New students must provide an up-to-date immunization record with their registration packet. If it is not in the file by the first day of school, you will be asked to keep your child home until the record is complete. See Director if you have religious reasons, paperwork must be on file.

## **STUDENT HEALTH**

The physical health and welfare of each student is important. Please do not send your student to school within seventy-two (72) hours of having a fever (a fever = 100° and above) even if they appear to feel fine. If you or your child does not feel well, rest at home. Send children when you are sure of your and his/her full recovery to protect the rest of the children and teachers, full recovery could mean two weeks, keep that in mind. Teachers are CPR and First Aid certified and trained to use EPI-pens. Special health problems should be discussed with the Director.

Keep your child home if he/she exhibits any of the following symptoms:

- Lethargic/extreme tiredness
- Swelling
- Flushed cheeks
- If his/her back feels warmer than normal to the touch
- A fever 100 or above within the past 72 hours
- A nasal discharge of any color
- A constant cough, even if unproductive
- Diarrhea or vomiting within the previous 72 hours
- A communicable disease such as chicken pox, skin infections, eye infections, rashes, etc.

## **MEDICATION**

If it becomes *necessary* for medication to be administered at school, a parent or guardian must:

1. Obtain *Consent for Medication* form from the staff EACH TIME the need for a new medication arises.
2. Fill out the form completely and return it with the medication. The medication MUST be in the pharmacy-labeled container for that specific medication.
3. Over-the-counter medications dispensed through the office require the same consent form to be completed by the parent/guardian. The school will not dispense any form of medication without a current signed *Consent for Medication* form.

4. Parents are to give a courtesy call when medications need to be administered.

NO MEDICATION, INCLUDING ASPIRIN, COUGH DROPS, SPRAYS, PRESCRIPTION DRUGS, ETC. ARE TO BE CARRIED BY A STUDENT WHILE ON THE CAMPUS OR AT A SCHOOL ACTIVITY.

Students with asthmatic conditions requiring the use of an inhaler must have a prescription on file with the office specifying the conditions for use.

CBTSP staff will NOT provide Tylenol, aspirin, cough drops, etc. for use by a student. Again, special health problems should be discussed with the Director.

### **EMERGENCY PREPAREDNESS**

Chapel By The Sea Preschool has developed an emergency preparedness plan in the event of a disaster. This includes disasters such as fire, hurricane, tornado, earthquake, or power outage. The preschool staff is apprised of the steps to be taken in the event of a disaster and will provide for an orderly and systematic evacuation and or departure from the campus. Emergency drills and Shelter-in-Place drills are practiced on a regular basis.

### **SAFE CAMPUS POLICIES**

The CBTSP facility complies with all local, state, and federal safety codes and regulations, including regular inspections by our municipal fire, building, and emergency services personnel. The facility is also protected by a state-of-the-art digital video monitoring system. All exit doors are equipped with safety push bars and are kept locked during school hours. Anyone wishing to enter the facility must ring doorbell to alert school staff. If an unfamiliar family member needs to pick up a child, please let the Director know in advance, and that person can expect to show a photo ID before the doors are unlocked. Try to give the unfamiliar family member the colored placard to show as well.

### **SNACKS**

Parents must send their child to school with a healthy morning snack daily. CBTSP is a NUT and EGG FREE facility and recommends healthy, natural snacks for the children and encourages families to avoid high fructose corn syrup and food coloring when making snack choices. It is very important to read all packaging (the ingredient list and notices) to make sure products have not been processed in a facility with peanuts and other nuts.

Products that require refrigeration are not encouraged, including cheese, yogurt, etc.

Recommended snacks:

- Any pre-packaged fruits or vegetables
- Pretzels: Goldfish Pretzels, Rold's Gold, Utz
- Crackers: Cheese-Its, Cheese Nips, Goldfish, Keebler, Kraft Handi-Snack, Ritz, Town House, Triscuits, Wheat Thins, Annie's, Back to Nature
- Cookies: Fig Newton's, Animal Crackers, Vanilla Wafers
- Please no colas or red- or purple-colored drinks
- Clear water bottle labeled with child's name and a juice box

Keep in mind, teachers never encourage children to share their own snacks at preschool.

## **SUPPLY LIST FOR STUDENTS**

- Teachers will let parents know the individual needs per class per child. It varies with age groups.
- Bottles and pacifiers are discouraged, and will not be allowed in preschool.
- Children need to wear appropriate clothing and closed-toe shoes for outside play. Open toe sandals or open back shoes and boots are inappropriate shoes for playing on playground equipment and mulch. Wearing socks with tennis shoes are encouraged.
- One change of clothing, including socks, with your child's name in a clear plastic gallon bag. These items will be kept at school until needed and must be replaced each time they are worn home by your child.
- All clothing will be contained in a cubby with your child's name.

All attempts will be made to notify parents when items need to be replaced. Please be sure that all clothing is weather appropriate.

## **TOILET TRAINING**

Children begin to show an interest in toilet training between eighteen months and three years old. It is important to seize the moment when a child first seems interested. It is also important that the staff and parents are in cooperation to help the child to be successful in toilet training but this does not fully relay on preschool staff.

We require that the 3 year old and 4 year old students be potty-trained. Being fully potty trained means a child can independently recognize the urge to go, get to the toilet, manage their clothes, complete the toileting process (wipe, flush), wash hands, and pull up their own clothes, all without significant adult help or frequent accidents, even in distracting situations like preschool

We do not allow food as a reward of reinforcement at preschool. Alternative support will be a sticker at the end of the day.

## **WHAT TO WEAR TO SCHOOL**

Think of your child's comfort and provide simple clothing that is free of complicated fasteners. Clothing that is easy to manage encourages independence and self-help. Many restroom accidents are preventable if children can unbutton or unbuckle pants and belts without a struggle.

We will be using messy materials and playing on our playground so roomy, washable play clothes are best for school. Please make sure that all clothing is weather appropriate.

All shoes must have a hard sole. Open toe sandals or open back shoes are not acceptable. To prevent injury, parents may be contacted to bring appropriate shoes for their child.

Think of positive role models for our children. We know how children like to emulate those they admire, so please do not allow them to wear clothing which depicts undesirable or violent role models. Kids tend to act out television shows/movies and clothing can be a starting point. Clothing with skulls, gargoyles, satanic depictions, etc. is not acceptable. Clothing items should uphold Christian values.

Please label all outer garments, hats, backpacks, and extra clothing with your child's first and last name or initials. This will ensure that items are returned to the correct child.

**JEWELRY**

Children are not allowed to wear jewelry to preschool except for stud earrings. Necklaces, bracelets, rings, and dangling earrings can be dangerous for children. NO EXCEPTIONS.

**LOST & FOUND**

Lost and found items are maintained for two weeks. Articles not claimed are donated to a charitable organization. Please check the Lost & Found on a regular basis.

**BIRTHDAYS, PARTIES, & REFRESHMENTS**

Birthdays are special! We encourage parents to celebrate with your child’s classmates. We ask that you plan with your child’s teacher. Teachers know the allergies of each child and can guide your options. We can only serve prepackaged food (check label for eggs and nuts) and please no colas or red- or purple-colored drinks and no lit candles.

**VOLUNTEERS & VISITORS**

Every family is encouraged to volunteer in or outside of the classroom. This may include helping set-up or cleanup at a special event or reading a story to the class or being a support to our teachers. Your child’s teacher will have more information on how and when you can help.

All volunteers or visitors must first check into the office and wear a visitor’s badge while on campus. Friends or siblings are not allowed to attend class.

Calendars and information regarding meeting times are made available to all parents.

**PARENT HANDBOOK CHANGES**

This handbook does not contractually bind CBTSP in any way. Handbooks are subject to change to change without notice by the CBTSP administration.

**SIGNATURE**

I have read and understand the Chapel by the Sea Preschool 2026-2027 Parent Handbook and WAIVER OF LIABILITY AND HEALTH SCREENING AGREEMENT and I am committed to complying with all conditions and requirements set forth.

I have also read and understand the Doctrines & Articles of Faith (next page) and I will uphold all conditions and requirements set forth below:



Signature of Parent

Date

*SIGN AND RETURN THIS PAGE (PAGE 9 of Parent Handbook) FOR PRESCHOOL FILES please.*

## EMERALD ISLE CHAPEL BY THE SEA

### Doctrines & Articles of Faith

1. We believe the Bible to be the inspired, the only infallible, inerrant, authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
2. We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and in His personal return in power and glory.
3. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
4. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
5. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
8. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
9. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
10. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

I have read and understand the Doctrines & Articles of Faith and I will uphold all conditions and requirements set forth above:

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*Signature of Parent*

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*Date*

***We need your signature on page 9 for our preschool files, please.***