

# Registration Packet

2025-2026 School Year



For more information...

call (770)205-9852

email: [preschool@cummingbaptist.net](mailto:preschool@cummingbaptist.net)

or visit our website at

[www.cummingbaptistpreschool.com](http://www.cummingbaptistpreschool.com)

## Cumming Baptist Church Weekday Preschool

115 Church Street, Cumming, GA 30040

Email: [preschool@cummingbaptist.net](mailto:preschool@cummingbaptist.net)

Phone: (770)205-9852



Parents,

Thank you for your interest in CBC Preschool! We are excited to meet your family and would love for you to call CBC “home” for your preschool experience!

Attached is our Registration Packet for the 2025-26 school year. You will find information about our policies/procedures, classes offered, fees, and other important details. **Registration will open to current preschoolers on January 13<sup>th</sup> and it will open to the public on January 27.**

Tours will be given **by appointment only** and on the following days/times beginning the week of January 6, 2025. You will need to call/email the preschool office to schedule a tour. No walk-ins!

- Wednesdays – 9:30 AM – 12:00 PM
- Thursdays – 9:30 AM – 12:00 PM

If you would like to register your child for the 2025-26 school year, please complete the attached Registration form and return it to the preschool office between the hours of 9:00 AM – 12:00 PM , Monday – Thursday. Once the form is returned, you will receive further instructions on creating your Procure account and paying the Registration fee.

We hope you will allow us the opportunity to serve your family here at CBC Preschool! Please let me know if you have any questions!

In Christ,

Dana Stewart

Director, CBC Preschool

# Policies

Before registering your child at Cumming Baptist Church Weekday Preschool, please be sure you have read and understand the following policies.

## Purpose:

The Weekday Preschool of Cumming Baptist Church exists to provide a safe, loving, Christian environment and to nurture the whole child spiritually, physically, academically, emotionally, and socially.

CBC Weekday Preschool's objectives are:

1. To grow the next generation to know Jesus and make him known.
2. To provide a ministry to families to help children grow and develop spiritually.
3. To provide a safe and secure environment, where parents know their children will receive excellent care at their "home away from home".
4. To provide opportunities for children to grow in all aspects of their lives through various activities, learning materials, and lessons that are developmentally appropriate.
5. To encourage children to be independent thinkers and lifelong learners.

## Curriculum:

Teachers at CBC Weekday Preschool use a variety of curriculum resources to plan their lessons. Each class has an End of the Year Goals list and teachers use this list of skills as a framework for their instruction throughout the year.

Weekly lessons are based on a specific theme. The teachers use large group instruction for a small portion of their day, but majority of the day is spent rotating through small group learning centers which relate to the specific theme for the week. Activities/lessons are taught through using hands-on activities and a wide variety of manipulatives. Children learn through play and through real-life experiences, so we provide opportunities for both.

Pre-K classes use Learning Without Tears curriculum for Phonics instruction. All teachers use ABC Jesus Loves Me for the bible curriculum. Students are taught a bible lesson each day and attend chapel once each week.

Assessments are given to the 3k students once each year and Pre-k students twice each year. The teachers use the results from these assessments to help individualize instruction and target specific strengths and weaknesses.

## **Policies:**

**Age of Child:** We serve children from age twelve months to five years old. Each child will be placed in a class based upon their age as of September 1<sup>st</sup> of that school year. Children remain in the same classroom until the end of the school year. Children in Mom's Morning Out MUST be walking independently before the first day of school. Children in the 3 year old classes and Pre-K classes MUST be completely potty trained before the first day of school.

**Class Days:** Mother's Morning Out and the 2K class have the option to attend on Mondays/Wednesdays OR Tuesdays/Thursdays. 3K class has a 3 day or 4 day per week option. Three day class meets on Tuesdays, Wednesdays, and Thursdays. Four day class meets on Monday through Thursday. Pre-K classes meet Monday through Thursday.

**Registration Fee:** A registration fee of \$150 is due upon registration and is non-refundable. Your child's spot is not reserved and secure until the registration fee is paid. There is a \$75 non-refundable Activity Fee that is due by June 1, 2025.

## **Class Sizes:**

- Four year old class: not to exceed a 10:1 student/teacher ratio
- Three year old class: not to exceed a 6:1 student/teacher ratio
- Two year old class: not to exceed a 5:1 student/teacher ratio
- Mom's Morning Out class: not to exceed a 4:1 student/teacher ratio

Each class has a lead teacher and at least one assistant teacher.

## **Tuition:**

Tuition is determined on a yearly basis and is divided into 10 equal monthly payments. Tuition is the same each month regardless of the number of days the child attends preschool. Each tuition payment is made one month ahead of time. For example, August tuition would be due on July 1<sup>st</sup>. Consideration for special arrangements may be made by the Director and/or the Preschool Ministry Team in situations of extreme hardship. Tuition may be paid by cash, check, or your Procure account (which will be created upon Registration).

## **Program Length:**

The Preschool will be in session from August 18, 2025 to May 14, 2026. We will follow the Forsyth County Schools calendar for all holidays, breaks, and inclement weather days. We will also follow the Forsyth County Schools early release days. All classes will end at 11:00 AM on an early release day, with students not eating lunch on campus that day. When Forsyth County Schools close for hazardous weather, the Preschool will close as well. If Forsyth County Schools have a delayed start, our Preschool will be closed for the day. The Director will be in constant communication via email so parents are always aware of any closings.

**Hours:**

Mom's Morning Out hours are 9:00 a.m. to 12:00 p.m. The 2K, 3K, and Pre-K classes will meet from 9:00 a.m. to 12:30 p.m. Your child can only be picked up by a person on the "Approved Pick-up" list. Pick-up time is promptly at 12:00 for MMO and 12:30 for 2k, 3k, and Pre-K. A late pick-up fee is subject to be assessed if the child is picked up 5 or more minutes later than dismissal (\$5 for each 5 minute period).

**What to bring:**

A detailed school supply list will be emailed out during the summer. MMO students should bring a backpack, extra change of clothes, diapers/wipes, and sippy cup daily. Students in 2K, 3K, and Pre-K should bring a backpack, lunch box (lunch brought from home), water bottle, and extra change of clothes daily.

**Events**

CBC Preschool will host several events throughout the school year and parents are encouraged to attend! Such events are Touch A Truck, Fall Field Trip, Thanksgiving Program, Thanksgiving Feast, Christmas parties, Christmas program, Easter Egg Hunt, Donuts with Dad, Muffins with Mom, and End of year Celebration/Program. Pre-K will also have a formal Graduation ceremony.

**Security:**

For the safety and security of each child, we will lock the doors to the preschool promptly after morning car line. If you need to enter for any reason or for late drop off or early pick-up, you will need to call the preschool number at 770-205-9852 or ring the doorbell located beside the preschool door. There are also security cameras in place at the exit doors of our building. Teachers are all background checked and First Aid/CPR certified.

**Chapel:**

Once a week, beginning in September, students will participate in chapel. We will also sing and learn songs and scripture during this time. Chapel will be held on Tuesdays from September – December and on Wednesdays from January – May.

**Withdrawal:**

It is understood that a child admitted to the program will attend the program the entire school year. If, for some reason, the child cannot attend the program, we request that you notify the director at least 30 days in advance of your withdrawal of your child. A child is considered enrolled until we receive withdrawal notification and will be required to pay monthly tuition as well.

**Dismissal of a child:**

We reserve the privilege of dismissing a child at any time if, after entering the program, the child is unable to participate in activities or fees are not paid. Serious discipline problems may also constitute a need for dismissal. Such a dismissal would not take place until all appropriate measures have been exhausted.

# CBC Preschool

## 2025-26 Tuition Rates and Fees



<u>Class</u>	<u>Days of Class</u>	<u>Registration Fee</u> (due with form)	<u>Activity Fee</u> (due June 1)	<u>Monthly Tuition</u> (due one month in advance)
MMO (12-24 mts)	Monday/Wednesday	\$150	\$75	\$210
MMO (12-24 mts)	Tuesday/Thursday	\$150	\$75	\$210
2k	Monday/Wednesday	\$150	\$75	\$225
2k	Tuesday/Thursday	\$150	\$75	\$225
3k – 3 days	Tues, Wed, Thurs	\$150	\$75	\$250
3k – 4 days	Mon, Tues, Wed, Thurs	\$150	\$75	\$275
Pre-K	Mon, Tues, Wed, Thurs	\$150	\$75	\$300

\*\*Tuition Discount of 20% will be applied for multiple siblings attending for Registration Fee and Monthly tuition

# **Preschool Calendar**

## **2025-26 School Year**

The dates shown below highlight the start date, end date, and important holidays. A more detailed calendar will be distributed at Open House with specific preschool events.

### **August**

13 – Parent Meeting – 6:30 PM

14 – Open House – 10:00 AM

18 – First Day of School

### **September**

1 – Labor Day

22-26 – Fall Break

### **October**

20 – Student Holiday

### **November**

24-28 - Thanksgiving Break

### **December**

18 – Start of Christmas Break

### **January**

6 – Students return to school

19 – Martin Luther King Holiday

### **February**

16,17 - Student Holiday

### **March**

### **April**

6-10 - Spring Break

### **May**

14 – Last Day of School/Pre-K  
Graduation



# Cumming Baptist Preschool Registration Form 2025-26

115 Church Street, Cumming GA 30040 [preschool@cummingbaptist.net](mailto:preschool@cummingbaptist.net) (770)205-9852

Child's Full Name \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_ Age (as of Sept. 1, 2025) \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Contact Phone #1 \_\_\_\_\_ Contact Phone #2 \_\_\_\_\_

Email Address \_\_\_\_\_

Allergies/Health/Behavioral/Developmental Concerns \_\_\_\_\_

Potty Trained (circle one): YES NO (Note: All 3yr old and 4 yr old students MUST be potty trained before the first day of school.)

<u>Class Choice (check box)</u>	<u>Class</u>	<u>Days of Class</u>	<u>Registration Fee (due with form)</u>	<u>Activity Fee (due June 1)</u>	<u>Monthly Tuition (due one month in advance)</u>
	MMO (12-24 mts)	Monday/Wednesday	\$150	\$75	\$210
	MMO (12-24 mts)	Tuesday/Thursday	\$150	\$75	\$210
	Two's	Monday/Wednesday	\$150	\$75	\$225
	Two's	Tuesday/Thursday	\$150	\$75	\$225
	Three's	Tues, Wed, Thurs	\$150	\$75	\$250
	Three's	Mon, Tues, Wed, Thurs	\$150	\$75	\$275
	Pre-K	Mon, Tues, Wed, Thurs	\$150	\$75	\$300

By signing the bottom of this form, you agree that you have read and understand the following guidelines:

- Registration fee is NONREFUNDABLE once your child is enrolled.
- Registration fee is paid by cash or check only; Activity fees and Tuition may be paid cash/check/Procure account.
- Registration fee and this form must BOTH be submitted in order for your child to be considered enrolled. (Siblings receive a 20% discount on Registration fee and Tuition.)
- Up to date Certificate of Immunization form 3231 is due by the first day of school
- Classes are determined by the child's age as of September 1, 2025.
- Children enrolled in Mom's Morning Out must be independently walking before the first day of school.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_