

“And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.”

Deuteronomy 6:6-7



“Academic Excellence in a Christian Environment”

PRESCHOOL HANDBOOK

Updated as of January 2020

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**Cornerstone Christian Academy
Preschool Program**

Table of Contents

Letter from Director -----	page 1
Mission Statement -----	page 2
Admission / Enrollment -----	page 2
Teacher Qualification -----	page 2
Staff Child Ratio -----	page 3
Assignment to Class -----	page 3
Registration Fee/ Book Fee -----	page 3
Lunches -----	page 4
Payment Schedule-----	page 5
Withdrawal Policy -----	page 5
Attendance -----	page 6
Arrival / Pickup -----	page 6
Rest Time -----	page 6
Procedure to Enter Building-----	page 6
Inclement Weather / Drills -----	page 6
Curriculum -----	page 7
Objectives -----	page 8
Health and Medical Information -----	page 9
Sick Child Family-----	page 9
Discipline -----	page 10 &11
Bite Policy -----	page 11
Sexual Harassment Policy-----	page 13
Vacation Request -----	page 14

Dear Family,

Welcome to the Cornerstone Christian Academy Preschool!

All of the Cornerstone Staff count it a privilege to be part of your child's life. We are looking forward to partnering with you as we nurture and promote the mental, social, emotional, physical and spiritual develop of your child this coming school year!

Our handbook is designed to inform you and help you understand our policies and expectations. Please read this information thoroughly and keep it on hand all year long. It is just a guide and may not answer all the questions you may have, so please feel free to ask questions and voice any concerns to us at any time.

We are looking forward to an exciting year!

Sherry Cornelison, Preschool Director

Mission Statement

Cornerstone Christian Academy, in partnership with families, exists to equip students to achieve their God-given potential through outstanding academic programs and activities, within a Christ-centered environment.

“Train up a child in the way he should go, and when he is old, he will not depart from it.” Proverbs 22:6

Admission Policy

Cornerstone Christian Academy has an open admission policy: no discrimination is permitted against any student on the basis of sex, race, national, or ethnic origin. As a private institution, CCA reserves the privilege of setting its own standards for student conduct, dress, and scholarship. Admission to CCA is a privilege not a right. Therefore, the Academy maintains the right to admit only those students who are in harmony with the standards of the school. Cornerstone Christian Academy seeks to admit students whose parents desire a quality Christian education for their child. The school is not equipped to address the needs of students with excessive learning difficulties nor those with extensive social problems.

Enrollment

Parents may secure a child application from the front office during office hours or go to our website cca-eagles.com. Enrollment applications must be turned in to the front office before a child may begin the program. You must also provide a current immunization form, emergency information, copy of birth certificate, child medical form and social security card.

Parents are encouraged to visit the preschool before their child is enrolled and should bring their child with them. This gives the child the opportunity to meet the teacher and other children before the first full day.

It is the responsibility of the parent/guardian to report to the office any changes of address, phone number, emergency contact information, and medical information.

Teacher Qualifications

Each Preschool Teacher should have a preschool certificate unless they have at least three years preschool experience and come highly recommended or they have served as an aide at Cornerstone Christian Academy for at least one year and have proven themselves qualified to teach preschoolers.

Staff / Child Ratios

K1- 14 to 18 months - 1 to 5
K1 - 19 to 23 months - 1 to 6
K2- 23 to 30 months – 1 to 7
K2- 30 to 36 months - 1 to 8
K3 – 1 to 11
K4 – 1 to 16

Assignment to Class

Each child is assigned to a class based on age and/or developmental level. Most children will be placed with their school age group. Children who are enrolled will be promoted to the next class in the fall of the next year, unless otherwise arranged by the director.

Children will be placed according to their age as September 1st.

Registration Fee

The registration fee is a non-refundable fee due when a child is registered each new school year. The registration fee also covers the student's supply fee.

Pre K1 & Pre K2 \$100.00
K3 \$100.00
K4 \$100.00

* K3 will increase to \$175 for in-house students after April 1st.

* K4 will increase to \$175 for in-house students after April 1st.

Book Fee

Pre K1 \$10 included in Registration
Pre K2 \$30 included in Registration
K3 \$150.00
K4 \$150.00

Pre K1 By September 1st child must be 14 months – 23 months.
Lunch and snacks provided.

Pre K2 By September 1st child must be 24-35 months.
Lunch and drink \$1.50 Snack provided.

K3 By September 1st child must be 36-47 months and be potty trained.
(Wearing underwear)
Lunch and drink \$3.50. Student brings snack from home.

K4 By September 1st child must be 48 months and be potty trained.
Lunch and Drink \$3.50. Student brings snack from home.

Lunches

K1-K2 Lunches will consist of a meat and three vegetables M-Th and cheese pizza on Friday.

K3-K4 Lunches will consist of a meat and three vegetables M-W and Zaxby's, chicken fingers, fries and cookie on Thursday and cheese pizza on Friday.

Two Calendar Options

1. School Year 180 day school calendar
2. Year round / closed weekends and Holidays

As of August 2019 Tuition is as follows:

<u>Tuition: 180 day school calendar</u>	Monthly	Weekly
Pre K1 & Pre K2 6:30-3:00	\$360	\$90.00
Pre K1 & Pre K2 6:30-3:30	\$375	\$93.75
Pre K1 & Pre K2 6:30-5:30	\$390	\$97.50
K3 & K4 6:30-3:00	\$320	\$80.00
K3 & K4 6:30-3:30	\$340	\$85.00
K3 & K4 6:30-5:30	\$380	\$95.00

(3:45 snack & drink will be furnished)

Tuition: Year Round

Pre K1 & Pre K2 6:30-3:00	\$380	\$95.00
Pre K1 & Pre K2 6:30-3:30	\$395	\$98.75
Pre K1 & Pre K2 6:30-5:30	\$410	\$102.50
K3 & K4 6:30-3:00	\$340	\$85.00
K3 & K4 6:30-3:30	\$360	\$90.00
K3 & K4 6:30-5:30	\$400	\$100.00

(3:45 snack & drink will be furnished)

Year Round Holidays (preschool closed weekends and holidays)

3 Days of Teacher Training before school starts
New Year's Eve Thanksgiving Eve
New Year's Day Thanksgiving Day
Good Friday Friday after Thanksgiving
Memorial Day Christmas Eve
Independence Day Christmas Day
Labor Day Day after Christmas

Discounts

A \$40 per month discount is given for each additional child in the same family enrolled in preschool.

Payment Schedule for Tuition paid monthly (School Year Calendar)

Payment due date:	Late after 5:15 pm on:
August 1	August 10
September 1	September 10
October 1	October 10
November 1	November 10
December 1	December 10
January 1	January 10
February 1	February 10
March 1	March 10
April 1	April 10
May 1	May 10

Payment may be made weekly if your child is part of the year around program.

If Tuition is not paid on time your child stands in danger of dismissal.

Delinquent Accounts

If your child is on the school calendar and their tuition is not made by the last day of the month the preschool director has the right to dismiss your child. If your child is on school calendar and you are paying each week and your account gets more than two weeks behind the preschool director has the right to dismiss your child.

Note: Only Families enrolled in the YEAR ROUND PROGRAM and attending 12 months of the year will receive one week of free “tuition vacation”. We ask that a written notice be given at least one week in advance. (form is on the back page of your handbook)

PENALTY CHARGES

A Late Pickup Fee will be charged if a child is picked up after operating hours. A late pick up fee of \$3.00 per five minutes will be charged to your account. Phone calls to notify of late pick up are appreciated, but will not exempt a late pickup charge. If a child is picked up by operating hours more than three times they stand in danger of being dismissed.

A Returned Check Fee of \$20.00 will be charged for all returned checks. If we receive more than two returned checks from a family, we will no longer accept checks as a method of payment from that family.

Withdrawal Policy

If a family decides to withdraw from the program, a two week written notice is required. Payments will be due until the notice is worked out.

Attendance

Cornerstone Christian Academy Preschool operating hours are 6:30 am - 5:30 pm, Monday thru Friday. Any child attending Preschool for the day must arrive NO LATER THAN 9:00 am, unless approved by the director. If your child will be coming later than 9:00 am, please give us a call.

Arrival

All arrivals before 7:15 will need to park in the preschool parent parking area and bring their child inside the building. From 7:15 till 8:00 you may drop off your child under awning and we will walk your child to class. If you would like to walk your child in please park in the preschool parent parking area to do so. Any child arriving after 8:00 must be signed in at the office.

Pick up

18 month-2 ½ year class will need to be signed out by the parent or designated person on their list. K3 and K4 may be picked up under the awning from 2:30 till 2:45 or picked up at front office between 2:45 & 3:00 or at the extended school day.

Procedure to Enter Building

Anyone entering building for any reason must show licenses outside the door, by holding it up in front of screen while pressing the call button. If you wish to go past inside door you must leave your license in the office. If you are planning on being in the building for an extended amount of time you may also be ask to sign in.

Rest Time

Provisions will be made each day for each child to rest. Children are not required to sleep, but must lie quietly on his/her cot or mat. Cots or mats will be provided for each child to sleep on. Please send a small blanket or beach towel for your child. No large blankets, pillows, or sleeping bags are allowed. Children are not allowed to take off shoes during naptime incase of an emergency.

Inclement Weather

In the event of inclement weather (severe storms, winter weather, flooding, etc.), we will comply with the Cornerstone Christian Academy school system concerning weather related closures. A school cast will be sent to all parents/guardians in our preschool and school system in the event of an early dismissal or school/preschool closure.

PLEASE NOTE: Tuition is due regardless of attendance, including ALL expected and unexpected closings.

Drills

We practice inclement weather, fire and lock down drills on a regular bases.

Preschool Program

The K1 program which is 14 months through 23 months

Will be introduced to Bible Verses each day along with shapes, colors, letters and sounds. They will also learn through lively songs and games presented in a colorful, and engaging environment. They will also use a craft book through Abeka.

The K2 program will provide a wonderful learning experience through the BJU Press. They will introduce and reinforce colors, shapes, letters and numbers. They will also learn skills to improve eye-hand coordination when they are tracing lines and shapes. Bible stories will be added everyday along with art, music, and games presented through this lively program.

The K3 program will engage in an exciting learning experience as they hear about God's creation and the people and world around them through language development lessons from the Abeka Program. They will recognize the letters of the alphabet and best learn each letter's sound when an animal friend introduces each letter. They will also develop early writing skills and improve eye-hand coordination when they trace letters. Button Bear, the mascot for numbers, captures the 3-year olds' attention as they learn to count and understand number concepts. They will also have Bible lessons which is a non-denominational teaching, music, art, and poetry complete this delightful program.

The K4 program at CCA provides your 4-year-old students with a lively academic program that will grow their desire to learn through the Abeka Curriculum! This enjoyable educational foundation introduces young children to phonics and develops early reading skills as they learn to read one-and two-vowel word stories. Students are excited to show what they can do as they learn to trace and write letters and their name, as well as count to 100. Develop their visual perception, listening skills and motor skills through a dedicated skills time. Add to this a daily Bible class which is a non-denominational teaching, plus music, art, language development, and poetry, and your child will be well equipped for 5-year-old kindergarten.

Religious Teachings

Cornerstone Christian Academy Preschool is a nondenominational private school. We believe in salvation through the blood of Jesus and our bible teachings are through the King James Version of the Bible.

A full list of teaching materials used for each classroom is available for parent review in the front office.

Objectives

We at Cornerstone Christian Preschool want to partner with you as parents/guardians to promote your child's total well-being and growth within a Christ centered environment.

Mental Development

- Learning to solve problems and form concepts
- developing language and communication skills
 - expressing ideas through creative skills
 - discovering the world
- developing an open attitude to new ideas

Social Development

- achieving self-confidence in relationships
- learning to share and be responsible to others as members of a group

Emotional Development

- developing self-esteem and personal adjustment skills
- developing a sense of responsibility and persistence in completing tasks

Physical Development

- developing hand and body coordination
- learning physical skills
- learning good habits

Spiritual Development

- developing awareness of God and creation
- developing ability to talk to God through song and prayer

A full list of objectives for each age group is available for parent review in preschool office.

Health & Medical Information

Parents must keep the name of the child's physician and emergency contact information up to date and on file at the preschool. In event of an accident or illness requiring medical attention, the child's parent will be called immediately. In an extreme emergency, 911 will be called first, then the parent will be contacted immediately after. If your child must be transported to the hospital, the director or your child's teacher will accompany your child and stay with him/her until a parent/guardian arrives. *If an emergency vehicle is required, the cost is the responsibility of the parent/guardian.*

First Aid may be given by your child's teacher or the office for minor cuts and scrapes. In the event of a minor injury, an accident report will be filled out.

All medication must be kept in the office.

Please let teacher know if you are sending it with your child

When administering medication to a child, the following will be observed:

1. Medication **WILL NOT** be administered unless a medication form is filled out and signed by parent.
2. The medication must be in the original container labeled with the child's name.
3. Prescription medication must have a pharmacy label with the child's name, doctor's name, date, directions and dosage information.
4. WE WILL NOT GIVE OUTDATED MEDICATION.

****Please let us know if your child has any allergies to food, medication, etc.**

Sick Children Policy

Our sick policies have been developed to help minimize the spread of infection, as much as possible. We are unable to accept any child who has been diagnosed with a communicable disease, (such as strep throat, chicken pox, fever, etc.) or obvious acute illness.

Please do not send your child to the preschool when he/she is sick or has signs of possible contagious illness, including, but not limited to the following:

1. Has a fever of 100.5 or higher in the past 24 hours.
2. Has vomiting or diarrhea in the past 24 hours.
3. Has a constant green/yellow runny nose, constant cough, or coughing up mucus for 3 days. (This could be a sign of infection.)
4. Has any symptoms of pink eye, strep, etc. or infestation (lice, scabies, fleas, rash, etc.) In case of lice infestation, the child will not be able to return until all signs are gone, including nits.

If your child becomes sick at preschool, you will be notified and expected to pick him/her up as quickly as possible (within 30 minutes). Your child must be free from fever (without fever reducing medication such as Tylenol), vomiting, and /or diarrhea for 24 hours before returning to school. After being diagnosed with a communicable illness, your child may not return to preschool until he/she is cleared by a doctor and all symptoms have disappeared.

Please give us a call if your child will not be attending because of illness.

Discipline

Discipline is a necessary ingredient for a good learning environment. To maintain this healthy learning environment, we expect students to conduct themselves appropriately and abide by the Biblical principle in Matthew 7:12 “do unto others as you would have them do unto you.” When children do not behave in accordance with this principle, corrective measures will be used to help the student change his/her behavior. Cornerstone Christian Academy expects full cooperation from students and parents in this area.

“Train up a child in the way he should go, and when he is old, he will not depart from it.”
Proverbs 22:6

Discipline action will be age appropriate as follows:**K1**

1st offense child will receive a warning.

2nd offense child will be put 2 minute time out.

1. 1. If time out is used more than five times in one day a parent will be called to pick up child.

2. 2. After a parent has been called to pick up a child three times the child stands in danger of dismissal.

3. 3. Dismissal of a child will be up to the director and the preschool committee. The Director and committee will take under consideration the nature of the offense and the safety of the other children in the classroom.

K2

1st Offense child will receive a warning.

2nd Offense child will be put in another 3 minute time out.

3rd Offense child will be taken to Director or Principle for a stern talk and another time out.

4th Offense parent will be called to punish their child.

5th Offense child will be sent home for the rest of the day.

1. When a child is sent home for the third time he or she stands in danger of being dismissed.

2. Dismissal of a child will be up to the director and preschool committee. The director and committee will take under consideration the nature of the offense and the safety of the other children in the classroom.

K3 and K4

1st Offense child will receive a warning.

2nd Offense child will receive a 5 minute time out.

3rd Offense child will receive a teacher talk out in the hall to discuss the problem.

4th Offense child will be taken to the office to see the principle.

1. If your child visits the office twice in one day parent will be called to punish their child.
2. Once a parent is called three times a child stands in danger of dismissal.

Dismissal of a child will be up to the director and preschool committee. The director and committee will take under consideration the nature of the offense and the safety of the other children in the classroom.

*In some cases of extreme behavior a child may be paddled with parent permission.

Bite Policy

Our bite policy has been developed to help minimize and eventually stop children from biting. We understand that biting is a normal part of growing up, children have to be taught that this is not acceptable behavior.

K1- K4 If a child is biting everyday parent will be called to discuss a plan of action to prevent the child from biting. If biting continues child may stand in danger of being dismissed.

K1-K4 If a child leaves a mark such as bruise, teeth mark or breaks skin on another child they will be sent to office and parent will be called to discuss punishment. If the child leaves a mark the second time they will be dismissed from school for the rest of the day. If it is after lunch when the bite occurs the child will have to stay home the next day. If a third bite mark occurs the child will stand in danger of being dismissed.

Dismissal of a child will be up to the director and committee. The director and committee will take under consideration the nature of the offense and the safety of the other children in the classroom.

Dismissal

We reserve the right at any time to permanently remove a child from the program for the following reasons:

1. Non-payment for tuition/fees
2. If the director and teachers feel that the program is not meeting the needs of the child.
3. If the parents display behavior such as, but not limited to:
Profanity or Physical aggressiveness
4. If parents or guardians fail to follow the policies of Cornerstone Christian Preschool.
5. Excessive behavioral problems persist with the child.

*If there is litigation pending or a threat of litigation against Cornerstone Christian Academy or it's employees, attendance privileges will be suspended until the matter is resolved.

Cornerstone Christian Academy Sexual Harassment Policy

It is the position of Cornerstone Christian Academy that harassment (this term shall be understood to include sexual harassment) is a form of misconduct that is prohibited by the Scriptures (e.g., Matthew 5:28; 2 Corinthians 12:21; Galatians 5:19; Ephesians 4:19; 5:3; Colossians 3:5; 1 Thessalonians 4:7; 5:22; 1 Peter 2:11). All employees, students, volunteers and anyone affiliated with this ministry are to always maintain professional relationships. As a result, harassment violates our Biblical standards, and constitutes a basis for discipline up to and including termination/expulsion.

The Supreme Court explained in 1986, "Title VII affords employees the right to work in an environment free from discriminatory intimidation, ridicule, and insult." ("Title VII of the Civil Rights Amendment," U.S. Equal Employment Opportunity Commission (EEOC). <http://www.eeoc.gov/laws/statutes/titlevii.cfm>)

What is sexual harassment?

Sexual harassment is unwanted and unwelcome behavior from students or staff members that is sexual and causes problems for you at school. The unwelcome behavior may be verbal, visual, or physical. Sexual harassment is against the law and should not be ignored. This includes but is not limited to:

- Comments, notes or invitations of a sexual nature
- Derogatory comments or jokes that are sexual
- Touching or gestures that are sexual
- Blocking or cornering in a sexual way
- Pulling clothing or grabbing that is sexual
- Showing sexual interest in someone when the interest is not wanted
- Any expression of sexual interest between adults and students

** CCA also requires background checks on all employees.*

What should you do if you think you have been sexually harassed?

Don't ignore the behavior. You don't have to put up with it. Even though it is hard to do, you should tell your harasser to stop. Report what's going on to any adult staff member with whom you feel comfortable talking. If you wish, you can bring someone to help you make your report. You have the right to speak to someone of your same sex. When you tell the adult staff member what's going on, they will report it to the Administration. There will be an investigation and a decision will be made based upon the facts of the case. The investigation is confidential, and the complainant will not be asked during the investigation to face the person(s) who they believe is harassing them. They don't have to worry about that person or about someone else "getting even" with them for telling; the school staff will do their best to protect them.

What will happen to a person who is guilty of sexual harassment?

Students or staff who have been found guilty of sexual harassment will be told that the behavior must stop and will have appropriate disciplinary and corrective action taken. Students who have been found guilty of sexual harassment will be subject to disciplinary action up to and including expulsion. Staff members who have been found guilty of sexual harassment will be subject to disciplinary action, up to and including dismissal. Corrective action for students and staff may include oral and written apologies, training, and counseling.