



**CORNERSTONE**  
CHRISTIAN SCHOOL

# **POLICIES & PROCEDURES HANDBOOK**

Updated  
August 2023

# WELCOME MESSAGE

Dear Parents,

Welcome to the Cornerstone Christian School Family! This is an exciting time for all of us as we walk out into our 17th year at Cornerstone and 11 years of elementary school. We are working hard as we continue to lay a solid foundation for all of our students! Your child and your family are a special part of our history in the making. We believe that your child will thrive in this Christian environment where the staff is dedicated to providing a fun, safe, loving and educational place to learn. What a joy it will be to see your child develop spiritually, emotionally, academically, and socially!

We are looking forward to getting to know each of you. It is through true partnerships that great things happen. It takes a village to raise a child. We pledge to you to do our best in fulfilling our responsibility to take care of your child in every way. Take a few minutes to read through this handbook. If you have any questions I will be happy to answer them for you.

Please prayerfully consider all of the staff and children of Cornerstone. I am looking forward to a great year!

Sincerely,

Stephanie Baker  
Head of School  
Cornerstone Christian School

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# STATEMENTS

- *Mission*

The mission of Cornerstone Christian School is to engage children with the Bible, inspire joyful academic learning, and empower families to raise spiritual champions.

- *Vision*

We love, we teach, and we serve as we lay a foundation for Christian leaders.

- *Statement of Faith*

At Cornerstone we believe that there is one God. Salvation has been provided through Jesus Christ to all people who follow Him. We believe that the Bible is the inspired and authoritative word of God. Therefore we serve God and the people of this world based soundly on the Bible. We believe that the Bible brings words of hope to an abundant life rooted in a commitment to serving our Savior Jesus Christ.




## **WEBSITE**

[cornerstonestars.org](https://cornerstonestars.org)

## **CALENDAR**

Each child will receive a school calendar in the beginning of the school year packet. A copy can be found on the school website under the calendar tab that says "More." Feel free to review it or print one if necessary.



# ENROLLMENT REQUIREMENTS

Cornerstone is a licensed childcare facility and accredited Christian School. For that reason, there are certain forms of paperwork that we are required to keep on each child. You must provide the following paperwork in order for your child to be registered:

- Completed registration form
- Completed family mission form
- Health approval form signed by your physician
- Signed copy of discipline form
- Copy of your child's immunization records
- Signed medical consent form
- Completed requirement checklist
- A copy of your child's birth certificate (Elementary only)
- A copy of your child's social security card (Elementary only)

# ADMISSION/ADDITIONAL SERVICES

Cornerstone Christian School is available to children 1 year old to those entering 4th grade. One year olds must turn 1 by September 1st and kindergarteners must turn 5 by September 1st to be eligible for enrollment. An enrollment form, current immunization records, and registration fees must be paid before enrollment is complete. Cornerstone Christian School must be informed of any custody situation in advance and will request that the proper paperwork will be filed in the office.

Cornerstone provides speech services on campus. We also provide supportive assistance for Dyslexia. We work closely with parents to provide helpful resources for any learning struggle that is discovered.

Cornerstone is not equipped to safely care for medically fragile children or severely autistic children. Cornerstone does not have a behavior specialist or licensed counselor on the premises at all times.

# DAYS & TIMES OF OPERATION & FEE AGREEMENTS

As of August 1, 2023

Preschool (Ages 1 - 5)  
Monday, Wednesday, Friday

Time options and assigned tuition fees are as follows:

8:15 – 3:00 \$320 per month

7:30 – 5:15 \$375 per month

Five Day option for preschool

8:15 – 3:30 \$450 per month

7:30 – 5:15 \$535 per month

\*The 5-day toddler class will be filled with teacher children first. Families will be contacted on a first come basis to fill the remaining spots.

\*A \$60 registration fee is due at time of enrollment. This fee covers the cost of your child's supplies and ensures your child's enrollment. This fee is non-refundable.



Elementary (Kindergarten – 4th Grade)  
Monday – Friday

Time options and assigned tuition fees are as follows

8:15 – 3:00	\$620 per month
7:30 – 5:15	\$705 per month

\*A \$110.00 registration fee is due at time of enrollment. This fee covers the cost of your child's supplies and ensures your child's enrollment. This fee is non-refundable.

Tuition is due on the 1st of each month and must be paid before the 5th to avoid a late fee. A late fee of \$20 will be added automatically if payment is not received by the 5th of the month. If the 5th falls on a weekend or holiday, then payment can be made on the next business day without a late fee.

You may request, in writing, a payment plan from the Head of School if your family needs an alternative payment schedule. Each month's tuition needs to be paid before the following month's tuition is due.

If your family is experiencing significant financial distress, you may apply for a hardship waiver by writing a letter of request **before** the tuition due date.

If you miss more than one payment cycle without any attempt to correct the lapse in payment, your child will be removed from care.

Always let the Head of School know about any hardships that your family may be experiencing.

Tuition may be paid by the following:

- Brightwheel App (credit, debit card, or autopay)
- Cash
- Check
- Money Order

There will be a \$35 fee charged for returned checks or failed payments.

There will be a \$35 fee charged for returned checks or failed payments.

Cornerstone will follow all legal steps to collect on outstanding accounts.

Throughout the COVID-19 pandemic, Cornerstone has worked diligently to ensure that we will provide continuous education either in person or via technology. In the event of a mandatory closure, **all elementary school tuition** will be expected to be paid in full by the first of each month, and all tuition policies will apply.

**On the preschool level**, we realize that a disruption in care causes distress in the family and, in many cases, requires parents to pay for alternative care scenarios. In the event of care disruption of more than 5 days, Cornerstone will offer a \$10 a day credit for each day missed after the 5th day. Refunds will not be granted, but a care disruption discount will be applied to the following month. **Holidays and bad weather days are not considered care disruptions.**

**We reserve the right to discontinue care and take additional action against those who disregard the responsibility to pay tuition.**

## LATE PICK-UP/OCCASIONAL EXTENDED CARE

Cornerstone closes at 5:15 p.m. Monday – Friday. For our staff's sake, please be courteous in picking up your child on time. We realize that situations occasionally arise when you might run late.

A late fee will be assessed as follows:

\$1.00 for every minute after 5:20 or 3:10 the first time, then \$1.00 per minute for every minute past 5:15 or 3:00, thereafter. This late pick-up fee will be entered into brightwheel and applied to the next bill.

As space is available, you may request extended care on an occasional basis. Let the office know when you need to use this option. **The fee is \$10 per day, per child, and can be paid on brightwheel or at the office window.**

## INCLEMENT WEATHER

Cornerstone will usually follow the decisions of Sweetwater ISD concerning closures and late starts. The exception will be if there are issues with the Cornerstone facilities that would require the Cornerstone leadership to do something different.

## **FIELD TRIPS**

Elementary students will take field trips throughout the year. A parent or guardian must sign a release form for your child to attend field trips. This form will remain in your child's records. We will be using the 4th and Elm bus as our primary mode of transportation. It will always be driven by a designated and approved driver from the 4th and Elm Church of Christ, and seat belts are provided. You will always be notified of field trip details.

## **WATER ACTIVITIES**

Cornerstone Christian School does not currently provide opportunities for water activities.

## **SUNSCREEN & INSECT REPELLANT**

Cornerstone Christian School does not provide or apply sunscreen or insect repellent. Those are to be applied at home. If a student requires either of these products for health reasons, the insect repellent or sunscreen must be provided and a written consent form must be on file in the office. Documentation of application will be communicated through brightwheel.

# TRANSPORTATION

Cornerstone Christian School does not provide transportation to or from school. Transportation is provided for field trips for elementary students. Seat belts will be worn at all

# HEALTH POLICY

We always want what is best for our children and families. **Please be diligent in observing your child/children and keep them home at the sign of any illness. That includes but is not limited to eye infections, coughing, fever, or gastric issues. NO student will be allowed to attend school with any temperature above 100.**

We realize that teething causes drooling and a clear runny nose. We realize that West Texas is famous for provoking allergies. **During this time, when in doubt, please keep your child at home.** We must send children home if they act or appear ill in any way, including vomiting, diarrhea, persistent hacking or congested cough with sore throat, green nasal discharge, undiagnosed profuse rash or blisters on any part of the body.

If a child presents live head lice, they will be sent home and may return to school after treatment and removal of nits. If a child has infectious skin or eye conditions (such as ringworm, impetigo, or pink eye), (s)he may return 24 hours after treatment with an antibiotic begins.

Children that receive a prescription for antibiotics must be on them for 24 hours before returning to school. In order for us to administer any medicine, it must be in the original container, with the instructions printed on the label, and we must have a signed medication form. This form can be downloaded from our website or filled out at drop off in the office.

# IMMUNIZATION REQUIREMENTS

All children in our care must meet the applicable immunization requirements specified by the Texas Department of Health. We do accept the Texas certified waivers that allow parents to decline certain immunizations. Teachers have the option to take immunizations for illnesses such as the flu and whooping cough but are not required.

# MEDICATION

We will administer medications at Cornerstone with the following stipulations:

- Parents **MUST** sign an authorization form that is complete with the time that administration of the medicine is necessary.
- **ANY** prescription medicine must be administered only to the child whose name is on the label. All label instructions will be followed.
- Any non-prescription medicine must be administered according to the label directions **OR** a physician's amended instructions must be included for us to legally give it to your child.
- The medicine will be stored in a lockbox or refrigerator that is away from where children play.

## **HEARING/VISION SCREENING**

Hearing and vision screenings will take place in the fall annually for PreK and elementary students.

## **DISCIPLINE/GUIDANCE & BEHAVIOR**

Conscious Discipline, positive guidance, and redirection will be used to promote the children's self-discipline and acceptable behavior. Discipline is to be based on an understanding of individual needs and development. A signed Discipline and Guidance Policy for Cornerstone Christian School will be retained in the permanent record of each student. Christian values will be stressed and taught on a daily basis. If a problem arises, we will be in touch with parents to get things taken care of as quickly as possible. If a child exhibits destructive or aggressive behavior, such as tearing up the room, biting, hitting, kicking, scratching, spitting, pushing, or other abusive behavior towards other children or faculty, the child will be removed from the classroom and/or parents will be notified. The parents and the Head of School will discuss options to ensure the safety and success of every child. The parents may be financially responsible for any extra support or resources.

# SUSPENSION & DISMISSAL

Cornerstone Christian School will make every effort to work with the parents of children having difficulties. It is of the utmost importance to serve and protect all of the children entrusted to the care of this program. When chronic disruptive behavior is identified in a classroom documentation will be kept and the following steps will be taken:

1. The teacher will meet with the parents. The concerns will be discussed and documented in writing. Goals will be established, and the parents will be involved in creating approaches for resolution of the issue(s).
2. If initial plans are not successful, another conference will be held with the parents, teacher and Head of School to outline new approaches and discuss acceptable outcomes.
3. When previous directives have been followed and adequate progress has not been made towards resolving the problem, the child may be suspended from Cornerstone for a few hours up to an indefinite period of time.

Cornerstone Christian School maintains the right to dismiss a child from school due to but not limited to the following circumstances:

- Repeated aggressive or hurtful behavior
- Behavior that disrupts the class as a whole on a regular, on-going basis.
- If the child is unable to adjust to a group situation.
- If a family member is disruptive or exhibits inappropriate behavior.
- If a good solution cannot be agreed upon to any dispute.
- If the child displays special learning needs that Cornerstone Christian School cannot meet.
- Destruction of property
- Theft
- Continual violation of dress code

Suspensions and/or dismissals are given only by the Head of School and parents are required to remove the student from the campus immediately.



## DRESS CODE

We want children to be comfortable in the clothes that they wear to school. They will need to wear shoes that they can run in. T-shirts may not have inappropriate logos. Shorts, pants, and t-shirts will be appropriate for girls and boys. Dresses and skirts will be appropriate for girls only.

## EMERGENCY NOTIFICATION

In the event of a medical emergency Cornerstone staff will follow the following procedure:

- Assess the situation
- Administer First Aid, if necessary
- Call 911, if necessary
- Call parents immediately
- Message sent via brightwheel

Please notify us any time when there is a change of address, phone number, work number or cell number. We want to be able to contact you in case of an illness or injury.

\*Each family will receive a Cornerstone Emergency Preparedness Plan. We will maintain a signed medical consent form on every child. In the event that a parent cannot be reached, the emergency contact person listed on your child's enrollment form will be contacted. In a true emergency, your child will be taken to Rolling Plains Memorial Hospital Emergency Room, at the Head of School's discretion.

## TOYS

The school has a wide variety of toys and other resources to offer children during the day. Personal toys are not permitted at school as they can cause disputes and can be broken or lost. If a personal toy finds its way to school, it will stay in the child's backpack or be delivered to the office.

## MEALS, SNACKS & NUTRITION

Lunch is at 12:00 each day. The younger classes may eat earlier if they are exhibiting signs of fatigue. Your child will need to bring a healthy lunch daily, including a drink. Do not send carbonated drinks. Each of our classrooms is equipped with a microwave and refrigerator. However, to keep lunches cool, it is usually best practice to include an ice pack in the lunch box. We ask that you send things that need to be heated, not cooked. Avoid things that require more than 1 minute of heating.

Snacks will be served to the preschool children every day. If your child has any allergies please let us know immediately. **It is helpful and preferred if breakfast is eaten at home.**

## **WATER**

State guidelines stipulate that water must be offered to children throughout the day every day. To help us with this, please send a water bottle labeled with your child's name filled with water each day. You are welcome to send a second cup with milk, juice, etc., but we must have one for water.

## **CURRICULUM**

At Cornerstone Christian School, we are committed to focusing on the whole child through music and movement, artistic creativity, and multi-sensory experiences. We believe that children were created to learn as they explore, grow as they exercise and master new skills with hands-on practice. We strive to provide many applications of Christian living and encourage the development of healthy social interactions.

For preschool classes, we use a combination of Frog Street Press and Bible based resources to create a balanced curriculum of academic learning and social/emotional development. It is our ultimate goal to enrich your child's faith as we provide a safe, happy environment in which your child can grow and thrive in every way.

At the elementary level, we have chosen Go Math and BJ Press Mathematics to enhance mathematical skills and McGraw-Hill curriculum to provide reading instruction on a daily basis. We have chosen Purposeful Design Science Curriculum for grades 2/3 and Positive Action Bible Curriculum for K-4.

# TECHNOLOGY

Cornerstone uses technology in the classroom to extend learning, integrate, and enrich the curriculum.

NO screen time will be allowed for children under 2 years of age.

Screen time will NOT be used in the 3-year-old or PreK classes for more than 1 hour per day. Any screen time will be documented in lesson plans to correlate with lesson themes. There will be no screen time during naptime, snacktime, or meal time.

At the elementary level each child will have access to his/her own Chromebook. Students will not share login information or passwords. Each family will sign a Technology Usage Agreement Form. All forms of technology will be used to learn and will only be used during teacher monitored times on teacher approved sites.

NO movie will be shown with any ratings higher than "G."

# ARRIVAL & PICK-UP

- Key fobs will be given to all families.
- Extended care families will be given a Fast Pass and can drop children off under the drive through between 7:30 – 8:00 am.
- Families are also welcome to walk their children in, entering at the Cornerstone office doors.
- All students will go to their classrooms at 8:00 a.m.
- School begins at 8:15 am.
- You will be **REQUIRED** to scan a QR code with your phone to check in through the brightwheel app.
- Anyone arriving after 8:00 must enter at the Cornerstone Office doors and the same protocol will be followed.

## FOR PICK UP

- You will pick up your child(ren) from the age-specified door. Teachers will bring children to you. Maps will be available at orientation or in the office.
- Extended care children will be outside or in their specified classrooms.
- You will be **REQUIRED** to sign out on the brightwheel app.

## ATTENDANCE

For Preschool Students: In the event that your child will be absent, just let your child's teacher know through a brightwheel message.

For Elementary Students: Prompt and regular attendance is very important for the academic success of your child. Please make every effort to have your child at school by 8:15. If your child is going to be absent, please notify your child's teacher through brightwheel and ask about any assignment that your child will need to make up. Your child's attendance records will follow them to their next level of education. When a child has an excess of 10 absences, there will be conversations about the child's grade placement the following year. Excessive absences may be grounds for dismissal from the program.

## ELEMENTARY TESTING

While Cornerstone is not required by law to administer tests of any kind, we choose to administer the MAP inventory and Accelerated Reader screenings for K-4, so that these records follow our students once they leave Cornerstone Christian School as an indicator of the level of their academic work.

## CLOTHES

Toddler or preschool children, we ask that you send an extra set of clothes, including socks, in a labeled Ziploc bag to be stored in their backpack in case of a toileting accident. Make sure that your child's name is on all outerwear and personal belongings. **There may be days throughout the year we request you send extra clothing or clothing for a special occasion.**

## BATHROOM & TOILETING

We realize that potty training is developmental, and each child is on their own timeline; however, our guidelines are as follows:

3-year-olds must be out of diapers and well on their way to being potty trained at the beginning of school. They must be completely potty trained with no pull ups by December. This will be an ongoing conversation with parents as we work towards independence.

4-year-olds must be completely potty trained with no pull ups to be eligible for the pre-k class. They must be capable of wiping themselves, flushing the toilet, managing their clothing, and washing their hands.

Kindergarten children must be completely independent in the bathroom.

## **CHILD ABUSE AWARENESS, DETECTION & REPORTING**

Each year our staff at Cornerstone Christian School receives one hour of training concerning "Detection and Reporting of Suspected Child Abuse." It is our desire to ensure the physical and emotional well-being of every child in our center. Staff members are always on the watch for children displaying any unexplained bruises, bodily marks or uncharacteristic behaviors. In the event that any abuse or neglect is suspected, the Department of Child Protective Services will be contacted.

## **MUSIC/ART/PE/LIBRARY/ OUTSIDE PLAY**

Preschool students play outside each day for one hour weather permitting. On cold or rainy days, preschool children play in the warehouse or in other large areas within the school facilities to meet their need for physical activity.

Preschool students will have Music every Monday and Wednesday. Elementary students will have Art every Tuesday and Music every Thursday. They will go to the library once a week. PE and outside play happen every day.



## **BIRTHDAY PARTIES**

Your child's birthday is important to us. Please check with your child's teacher about any allergies that may be present in the classroom and let them know in advance if you plan on sending any special treats. Birthday invitations must be distributed outside of school unless the entire class is included.

## **PARENT/CHILD/SCHOOL INTERACTIONS**

Parents are always welcome. In the event that policies or procedures change, parents will be notified through brightwheel, and the updated version will be posted on our website. We encourage parents to participate in all of our operations and activities.

A copy of Cornerstone's most recent licensing inspection report is posted on the bulletin board in the main hallway or may be requested at any time.

Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in the "bride room." This room is located at the back of the auditorium.

When parents have a concern, question or comment, the child's teacher will be the first resource. They are usually able to answer questions about classroom procedure. If parents have a question or concern which their child's teacher cannot address, or parents feel more comfortable talking to someone else, they are encouraged to speak with the Head of School, Stephanie Baker, or Assistant Director, Britnee Baird.



## **GANG-FREE ZONE**


Under new legislation, we are required to let you know that no gang-related criminal activity is allowed within 1,000 feet of our center. Violation of this stipulation will result in penalties by Texas law.

## **NON-DISCRIMINATION**

Cornerstone Christian School admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

## **INFORMATION CHANGE**

Parents are to notify the school either through brightwheel or notifying the office if there are any changes in home or work phone numbers and/or addresses. This is for your child's safety so that we may reach you in an emergency.



# COMMUNICATION

Communication is the key to the best experience for your child. Folders will go home daily and brightwheel will be used extensively to communicate about school closures, holidays, special events and parent conferences.



The brightwheel app will be **REQUIRED** as it will serve as our platform for check-in, communication, and billing. You will be receiving an email or text that is good for 48 hours. You will not be required to pay through brightwheel, but it is where you will be receiving invoices and information about what is going on at school. We will not be using the automatic draft through our bank but you can set it up through brightwheel. We are always willing to address any issues that you might run into.

# STAFF

Tonya Moffett – 1-Year Old Class

Lupe Gomez – 1-Year Old Class

Jessica Stein – Young 2-Year Old Class (MWF)

Kelly Lynch – Young 2-Year Class (MWF)

Becky Acuna – Young 2-Year Class (MWF)

Madison Sosa – Young 2-Year Class (MWF)

Ann Nelson – Toddler Class (T/TH)

Ginny Forbes – Older 2-Year Old Class (MWF)/Toddler Class (T/TH)

Deborah Ballenger – Older 2-Year Old Class (MWF)

Ashley Burton – 3-Year Old Class

Karen Polk – 3-Year Old Class

Zandra Bacon – 3-Year Old Class

Meagan Clawson – 3-Year Old Class

Mackenzie Howard – PK

Jamie Green – PK

Crystal Ussery – PK

Jennie Monroe – PK

Susie Kamer – Kindergarten

Terry Garcia – Kindergarten

Jenny Garcia – 1st Grade

Sabra Putnam – 2nd Grade

Kylee Smith – PE (MWF)

Becky Rees – Guidance Counselor

Jana Bentle – Speech Therapist

Peggy Lambert – Extended Care

Norma Bonner - Preschool Music

Vicki Foust - Elementary Music

Dana Elmore – Elementary Art

Karla Knight – Resident Floater

Elsie Pierce – Office Assistant

Jaci Chapman – Office Director

Britnee Baird – Assistant Director

Stephanie Baker – Head of School



## **BOARD MEMBERS**

Steven May

Jill Locklar

Laurie Holcomb

Marla Muncy

Jonathan Jones

Billy Whisenant

Robert Posey

Heather Andrews

## **MINISTERS OF 4TH & ELM CHURCH OF CHRIST**

Michael Harbour – Pulpit Minister

Melanie Gibson – Associate Minister

Darrell Chappell – Associate Minister

