

Dear Parents,

Welcome to the Cornerstone Christian School Family! This is an exciting time for all of us as we walk out into our 12th year at Cornerstone and 6 years of elementary. 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

Director of Cornerstone Christian School

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Days and Times of Operation & Fee Agreements

Preschool

Monday, Wednesday, Friday

Time options and assigned tuition fees are as follows:

7:30 – 5:15 \$290 per month

8:30 – 3:00 \$240 per month

8:30 – 12:30 \$205 per month

Five Day option for 3 year olds: \$355 8:30 – 3:30, \$430 7:30 – 5:15

Five Day option for pre-k: \$355 8:30 – 3:00, \$430 7:30 – 5:15

*A \$40.00 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

*If tuition payment is received past the 5th day of the month, **a late fee of \$20.00 will be added to the following month's bill.**

*Full tuition must be paid each month **regardless of holidays or absences** as our monthly fees are figured over the full 9 month school year and prorated to maintain a consistent monthly payment. **We reserve the right to discontinue care and take additional action against those who disregard the responsibility to pay tuition.**

Elementary

Monday – Friday

Time options and assigned tuition fees are as follows:

7:30 – 5:15 \$595 per month

8:30 – 3:00 \$520 per month

*A \$100.00 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

*If tuition payment is received past the 5th day of the month, **a late fee of \$20.00 will be added to the following month's bill.**

*Full tuition must be paid each month **regardless of holidays or absences** as our monthly fees are figured over the full 9 month school year and prorated to maintain a consistent monthly payment. **If tuition is not made by the end of the month, we reserve the right to discontinue care immediately and take additional action against those who choose not to pay.**

Late Pick-up Policy

Cornerstone closes at 5:15 pm, 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 5:25 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 in to the computer and applied to the next bill.

Occasional Extended Care

As space is available, you may request extended care on an occasional basis. Let the director know when you need to use this option. **The fee is \$10 per day, per child, and can be paid with tuition the following month or placed in the tuition box.**

Enrollment Requirements

Cornerstone is a licensed facility. 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
- 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)

Inclement Weather Policy

Cornerstone will always follow the decisions of Sweetwater ISD concerning closures and late starts.

Admission Policies

Cornerstone Christian School is available to children 1 year old – those entering 3rd grade. Kindergartners must turn 5 by September 1.

Field Trips

Elementary students will take field trips throughout the year. You 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 and Insect Repellant

Cornerstone Christian School does not provide or apply sunscreen or insect repellant. Those are to be applied at home.

Procedures for Parent Participation

Parents are welcome at all times at Cornerstone Christian School.

Transportation

Cornerstone Christian does not provide transportation to and from school. Transportation is provided for field trips for elementary students.

Health Policy

Please be considerate of other children and parents by keeping your child at home if they are even slightly ill. It is always a judgement call as to the nature of a child's illness, but we will use the following guidelines to determine whether a child can attend school in relation to an illness.

A child must be fever free for the last 24 hours and free from vomiting or diarrhea for the last 24 hours. If your child throws up in the night, do not send them to Cornerstone the next day. Any discharge from the nose must be clear. Please do not send your child to school if he/she has pink eye or any other type of eye infection. Keep your child at home if they have a severe cough that cannot be remedied by cough medicine. Children that receive a prescription for antibiotics must be on them for 24 hours before returning to school.

We will send your child home if during the day they begin to exhibit any of the symptoms previously mentioned.

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.

Discipline

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 aggressive behavior such as 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 director 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 and dismissal: A child may be placed under suspension or expelled, and parents may be asked to withdraw the child from school due to aggressive behavior. Suspensions and/or

dismissals are given only by the director and parents are required to remove the student from the campus immediately.

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

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 director's discretion.

Toys

Please do not allow your child to bring any toys guns, war toys, light sabers, swords or any other toys of destruction.

Meals and Snacks

Your child will need to bring a lunch daily, with a drink included. You will have the option of allowing your child to eat cheese pizza from Domino's or Schlotzsky's, or chicken nuggets from McDonald's on Fridays for a cost of \$6.00 per month. You will need to send a drink with your child each Friday. If you wish to allow your child to have pizza/nuggets on Fridays, your tuition reminder notice will add that cost for you to put into your tuition check each month. Snacks will be served to the preschool children every day. If your child has any allergies please let us know immediately. **Breakfast must be eaten at home.**

Water

State guidelines stipulate that water must be offered to children throughout every day. To help us with this process, please send a water bottle labeled with your child's name, filled with water

each day. If you desire to send a second cup with milk, juice, etc., that will be fine, 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. We have chosen Go Math and Saxon Phonics to enhance math and literacy skills and Journey's curriculum to provide reading instruction on a daily basis. We chose Purposeful Design Science Curriculum for 2/3 and Positive Action Bible Curriculum for K-3. For preschool we use a combination of Frog Street Press and Bible based resources to create a balanced diet of academic learning. 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. We strive to lay a solid foundation.

Arrival and Pick-up Policy

Our day begins at Cornerstone each day at 7:30 for children that are enrolled in Early Care. The regular day begins at 8:30. If you arrive between 7:30 and 8:20 please take your child to Room B. After 8:25 take your child to his/her classroom. You **MUST** sign your child in everyday.

The day is over at 3:00 for the regular day children. You can pick your children up from their classroom. Extended care is over at 5:15 You **MUST** sign your child out each day.

If someone other than you will be picking up your child, please notify your child's teacher of who it will be and make sure they are listed on the enrollment sheet, complete with a driver's license number. Children will be released only to the parent or someone listed on the child's enrollment form. Driver's license numbers will be checked of people that we don't know.

Attendance

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 8:30. If your child is going to be absent please check with your child's teacher and 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.

Elementary Testing

While Cornerstone is not required by law to administer tests of any kind, we choose to administer the TPRI reading inventory for K-2, STARR benchmarks for 3rd, and Accelerated Reader screenings for K-3, so that those records can follow our students to public school as an indicator of the level of their academic work.

Clothes

For 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 outer wear and personal belongings. **There may be days throughout the year we will request you send extra clothing or clothing for a special occasion.**

Child Abuse Awareness, Detection and 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/Library/P.E.

We will be having Music every Tuesday

Birthday Parties

Your child's birthday is important to us. Please let your child's teacher know in advance if you plan on sending any special treats. Birthday invitations may be quietly placed in cubbies by parents. Please be respectful of everyone's feelings. This year we will be providing a directory for mailing purposes.

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.

School Calendar

You will receive a school calendar where there will be some differences to the Sweetwater ISD calendar. We will send reminders of holidays and important dates.

Staff Members

Stephanie Baker – Director
Jaci Chapman – Administrative Assistant
Dalia Rivera – One Year Old Class
Morgan LaRue – One Year Old Class
Glenda Kinney – Two Year Old Class
Britnee Baird – Two Year Old Class
Ann Nelson – Two Year Old Class
Stella Garcia – Two Year Old Class
Tammi Glasgow – Three Year Old Class
Heather Saucedo – Three Year Old Class
Holly Litton – Three Year Old Class
Marla Mauzey – Three Year Old Class
Carlie Sterling – Four Year Old Class
Annette Denton – Four Year Old Class
Crystal Ussery – Four Year Old Class
Brandi Dent – Four Year Old Class
Kendall Kinney – Floater
April Gibson – Extended Care
Alice Gardner – Extended Care
Jeanne Ellis - Kindergarten
Susie Kamer – First Grade/music
Melanie Gibson – 2nd/3rd grade Social Studies/Writing
Sarah Lara – 2nd/3rd grade Math
Liz Miller – P.E. Teacher and 2nd/3rd grade Reading/Language Arts
Carolyn Walker – Elementary Art

Board Members

Cody Paty, Joe Paty, Carol Frye, Larissa Petty, Norma Bonner, Kathy Rainey, Karyn Appling, Steven May, Jane Pieper

Ministers of 4th and Elm Church of Christ

Michael Harbour – Pulpit Minister
Melanie Gibson – Children’s Minister
Will Morris – Youth & Family Minister