Dear Parents,

 Welcome to the Cornerstone Christian School Family! This is an exciting time for all of us as we walk out into our 14th year at Cornerstone and 8 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 $300 per month

8:20 – 3:00 $250 per month

8:20 – 12:30 $215 per month

Five Day option for 3 year olds: $365 8:30 – 3:30, $440 7:30 – 5:15

Five Day option for pre-k: $365 8:30 – 3:00, $440 7:30 – 5:15

\*A $50.00 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.

Elementary

Monday – Friday

Time options and assigned tuition fees are as follows:

7:30 – 5:15 $605 per month

8:20 – 3:00 $530 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 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 first day back without a late fee.

You may request, in writing, a different plan from the director 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 director 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

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

Throughout the COVID-19 pandemic, Cornerstone has worked diligently to assure that we will provide continuous education either in person or via technology. In the even 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 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 accessed 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 4th 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

In this season of heightened alarm about sickness new guidelines were passed on to us as requirements to open. We always want what is best for your children, and families. **Please be diligent at 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.**

We will be checking temperatures at drop off time**. NO student will be allowed to attend school with any temperature above 98.9.** You will be asked the following series of questions each morning:

Have you or your child been exposed to anyone testing positive for COVID 19 in the last 14 days?

Have you administered any fever reducing medicines to your child within the last 4 hours?

Has your child had any vomiting or diarrhea in the last 24 hours?

**If the answer is yes to any of these questions, your child will not be allowed to attend school for the day.**

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.

 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 that can be downloaded from our website or filled out at drop off.

Immunization Requirements

All children is 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 physicians 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 are 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
* OneCall Text alerts

**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 BJ Press Mathmatics to enhance mathematical skills and McGraw-Hill 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

We are hoping that this is temporary and we can return to normal later.

* Key fobs will not be distributed at this time.
* Drop-off and pick up will occur outside the building.
* If you have more than one child you may drop off your children at the youngest child’s assigned door.
* Teachers will be positioned outside at all of these door locations wearing face shields.
* Drop off begins at 7:30 for families paying for early care.
* Then you may choose a drop off time of 7:45 or 8:05.
* **School will begin at 8:20 this year**
* Upon arrival, from your car you will scan a QR code with your phone to check in through the Bright Wheel App. You will be asked a few health questions, your child’s temperature will be checked and if it is normal. They will be escorted to class.
* Anyone arriving after 8:15 must enter the Welcome center doors and the same protocol will be followed.

FOR PICK UP

* You will pick up your child/children from the same door that you dropped off at.
* You will be given a name card for your windshield.
* You will be asked to sign out on the Bright Wheel App
* Your child will be delivered to your car.

**FOR AFTERNOON EXTENDED CARE … Park in the parking lot facing the playground, text the number given upon enrollment and add your child’s name and class. We will deliver your child to the car. You will be asked to sign out using the BrightWheel App.**

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 8:15. 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-4, 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./Art

We will be having Music every Tuesday and Thursday. We go to the library once a week. PE is every day. Library time is currently suspended. Art is on Tuesday for elementary students.

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.



Last year we began using the BRIGHT WHEEL APP and found it to be so helpful! This year it 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. Even if you have the App from last year, open the invitation in your email or text to see how to set up the billing. You will not be REQUIRED to pay this way but this is where you will be receiving invoices and knowing 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 Bright Wheel. We are hoping that this will streamline everything. It should be an easy process. At Orientation Day we will be ready to address any issues that you might run into.

Inquiring Minds Want to Know

Due to COVID-19 we have had to temporarily adjust several of our procedures. Our teachers will wear masks or face shields at pick up/ drop off times and in the hallways. None of our students will be required to wear masks. Additional sanitizing schedules have been added. Children will continue to have recess, art and P.E. but we will be managing all of the classes separately. We are doing our best to provide a safe, fun, and comfortable environment.

Staff Members

Stephanie Baker – Director

Jaci Chapman – Administrative Assistant

Skye Bishop – One Year Old Class

Jennie Monroe – One Year Old Class

Glenda Kinney – Two Year Old Class

Brylie Sharp – Two Year Old Class

Ann Nelson – Two Year Old Class

Ginny Forbes – Two Year Old Class

Tammi Glasgow – Three Year Old Class

Rebecca Blowers – Three Year Old Class

Britnee Baird – Three Year Old Class

Mark Armstrong – Three Year Old Class

Regan Bass – Four Year Old Class

Ashley Burton – Four Year Old Class

Crystal Ussery – Four Year Old Class

Terry Garcia – Four Year Old Class

Kendall Kinney – Floater

Susie Kamer – Kindergarten/Music

Jenny Garcia – First Grade

Teresa Slaton – 2nd/3rd/4th grade Math

Kathryn Armstrong – 2nd/3rd/4th  grade Reading and Language Arts

Jenny Montgomery – Elementary Art

Melanie Gibson - PE

Board Members

Karyn Appling, Steven May, Jane Pieper, Jill Locklar, Miesha Adames, David King, Kerri May, Laurie Holcomb, Marla Muncy, Jonathan Jones, Billy Whisenant

Ministers of 4th and Elm Church of Christ

Michael Harbour – Pulpit Minister

Melanie Gibson – Children’s Minister

Zach Badon – Youth Minister