



Teach Children God's Love, Change the World

Family Handbook

2025-2026 Preschool Year

Revised August 2025

Cornerstone Kids Preschool - CKP
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DCF License C11MD0177
Cutler Ridge United Methodist Church, Inc.

Welcome to Cornerstone Kids Preschool, a ministry of Cornerstone Church. Thank you for entrusting your children to our care. We are glad to be in ministry with and for the families in our community. It is a privilege to serve you.

We are a Christian, full-time, full-year preschool and we seek to honor the Lord.

Welcome! God bless you and your family.

Julie Callaway, Interim Director

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Our Preschool Board of Directors

The Preschool Board is the advisory and governing body of the preschool education program here at Cornerstone Church. It meets monthly to consider recommendations from the director, staff, and church pastor and is comprised of six church members, the pastor, the preschool director, and two preschool parents.

Please contact any member of the Board with any questions, concerns, or needs of a policy/governing nature. Questions or concerns that relate specifically to your child should be addressed to your child's teacher and/or to our director.

Licensing and Accreditation

We are licensed by the Department of Children and Families (C11MD0177) for 114 children. We have earned Gold Seal Accreditation through the Christian Preschool Association.

Our preschool does not discriminate against children or families for any reason. CKP abides by the Americans Disabilities Act. All are welcome!

Mission & Vision Statements

Teach Children God's Love, Change the World

Vision Statement

- *To nurture, love, and care for each child, following Jesus' teaching.
- *To provide a happy and safe place away from home.
- *To provide experiences for each child to increase and enhance his/her unique qualities.
- *To help each child grow socially, emotionally, intellectually, physically, and spiritually.
- *To create and maintain a partnership with parents, the church staff, and the congregation based on mutual trust and respect.

Hours of Operation

We are a full-year, full-time Christian preschool. **CKP operates from 7:30am to 6:00pm Monday through Friday.** Our Instructional Preschool Calendar coincides with the Miami-Dade County Public School calendar. Please check our Instructional Calendar.

A separate summer session is offered monthly during summer vacation and a separate registration is required.

7:30 – 8:45 am	<u>Early Morning Care</u>
8:45 – 9:00 am	<u>Arrival Time for all children, in all classrooms</u>
9:00 – 12 noon	<u>Preschool Classes and VPK Instructional Hours</u>
12:00 – 12:15 pm	<u>Pick-Up for children going home from Morning programs</u>
12:15 – 1:30 pm	<u>Pick up from Free VPK and Lunch Bunch</u>
1:30 – 6:00 pm	<u>After Care program</u>

Our Preschool Office hours are 9:00 am to 3:00 pm. Our Director, Julie Callaway, is available for conversation /appointments beyond that if needed. The office phone is: **305-235-6654.**

All children are asked to arrive by 9:00 am. Daily class begins with their teacher at 9:00 am. After 10:00 am, your child will require a doctor's note to be permitted in class for the day.

VPK children MUST arrive by 9:00 am, ready to begin their day at 9:00 am daily. VPK classes have a 15-minute grace period before they are marked absent for the day. **VPK students MUST attend more than 80% of the instructional school year.**

Classroom Size and Teacher/Child Ratios

Classroom Instruction & care for your child is in accordance with CPA & DCF standards.

18 months by September 1 st :	10 children	Ratio 1-5	1 Lead Teacher and 1 Assistant
2 years by September 1 st :	12 children	Ratio 1-6	1 Lead Teacher and 1 Assistant
3 years by September 1 st :	16 children	Ratio 1-8	1 Lead Teacher and 1 Assistant
4 years by September 1 st : (VPK)	18 children	Ratio 1-10	1 Lead VPK Teacher & 1 Assistant

Admission Procedure

All currently enrolled children are given priority for registering in our Summer Camp Program. Since spaces are limited, it will be on a first-come first serve basis as space allows. Additionally, all currently enrolled children are given priority for the following Instructional Preschool year if the enrollment process requirements are met in early spring. Yearly enrollment paperwork and registration fees are required for all children. New children and families may contact our office at any time for enrollment information. We work diligently to enroll children at any time on a first-come first-serve basis as space is available.

Wait list

Children are placed according to the date of the parent's initial visit and their childcare request when filling out our waiting list form. Phone call inquiries are not placed on our waiting list. Siblings, Cornerstone Church children, and those requesting Full Day instead of Morning Only Care can be moved to the front of the list. As space becomes available, we will contact you up to three times. Please keep your phone number current.

At the time of an offered space, enrollment would be within 2 weeks and the non-refundable registration fee would be paid. If you need longer before your start date, a non-refundable holding fee of \$75 per week up to 2 additional weeks is applied. The child would be in attendance within the fourth week after the initial invitation, otherwise your space is forfeited. Holding fees are not applied toward tuition.

VPK children are placed according to the following: A) Currently enrolled children in our 3-year old class who will be in VPK next year. B) Full Day and Enhanced VPK new children. C) Morning only VPK new children. A VPK space is held with a completed VPK certificate and registration form. A non-refundable registration fee is required if your childcare program requires more than Morning Only.

Multiple Child Discount

Families with multiple preschool age children are welcome to attend CKP. A multiple child discount of 10% (percent) can be applied to the lowest tuition rate and would be calculated upon enrollment in discussion with our director. The registration fee of \$300 is paid in full for one child as listed on our Enrollment Form, but each additional child will have a 50% registration discount and be charged \$150.

Church Family, Clergy, First Responder and Military Discount

Immediate children of parents/guardians who are actively involved members of Cornerstone Church receive a 10% (percent) discount per child. The parent requests a yearly letter from the Pastor indicating your family's current involvement and relationship with the church, which must be received in our CKP office before the first day of enrollment. Clergy members, of any denomination, will also receive a 10 % (percent) discount per child. The parent must request a yearly letter from their church indicating their position and relationship with their church, which must be received in our CKP office before the first day of enrollment. Children of first responders and members of the military will also be given a 10% (percent) discount per child. Please show your official ID to our CKP office staff before the first day of enrollment.

Yearly Registration and School Improvement Fees

A non-refundable registration fee is required each year. Based on the individual child's enrollment in our August to June Preschool Instructional Year: \$300. The registration covers all administrative paperwork and church preschool insurance needs, as well as The Creative Curriculum, art supplies, after care snack supplies, classroom equipment, and paper supplies. ***There is only one reason why the yearly registration fee would be refunded: If your child is moving out of the community BEFORE school starts.*** Proof of your new address related to a family household move must be provided.

A School Improvement fee of \$150 due before Christmas break is charged yearly to each family.

Summer Camp information will be provided mid school year.

*** Rates are subject to change ***

Admission Requirements

AGE: Children must be 18 months, 2 years, 3 years, or 4 years by September 1st to enroll. Your child is placed in a class appropriate for his/her age. Children must be 18 months old to 5 years old (completed VPK but not Kindergarten) to enroll in our Summer Camp.

Potty Trained: Children who are two or younger at enrollment will work on potty training as directed by the parent. All children enrolling at the age 3 and older must be fully potty trained before their first day, due to DCF (Department of Children and Families) requirements.

REQUIRED FORMS upon initial enrollment and then every following year:

***HRS Form 3040: Yellow physical health exam that is SIGNED**

(This yellow form is good for two years from the date of health exam)

***HRS 680: Florida Certification of Immunization record that is SIGNED and up to date**

(Immunizations must be kept up-to-date. Forms contain signature of doctor/representative or an electronic signature.)

***DCF Enrollment Application CF-FSP 5219 (All signatures required)**

***Notarized Emergency Medical Form-MUST BE NOTARIZED TO BE ACCEPTED (School notary is available)**

***Tuition Agreement & Parent Handbook Policy Signed**

***VPK Attendance Policy signed, if in VPK**

***Discipline Policy signed**

***DCF “The Flu” Guide signed every August AND April**

***DCF flyer “Distracted Adult” signed every August AND April**

***Ages & Stages Questionnaires permission form**

***DCF Permission Form for Food Activities**

***Permission & Media Permission Forms Signed**

***Children’s Information Sheet for Teachers**

***Copy of Birth Certificate**

***Current Photo of Child enrolling**

***Copy of Parents’ IDs and any others who will be picking child up**

Attention:

It is the parent’s responsibility to keep all records up-to-date, including the Emergency Pick-up list, work, home, and cell phone numbers & *immunization/physical forms*.

IF IMMUNIZATION AND HEALTH FORMS ARE EXPIRED, YOUR CHILD WILL NOT BE ALLOWED TO BE AT SCHOOL as per DCF regulations.

Tuition/Late Payment Fee

Tuition fees depend on hourly enrollment category: For 18 months through 3 years, we offer: **Morning Only, Lunch Bunch, and Full Day**. If you are in VPK we offer: **Free VPK, VPK STEAM/Aftercare, and VPK Fullday (includes before care and aftercare)** Tuition is due ***on the first day of the month*** paid by check, cash, cashier's check, or credit card. All parents need to pay their child's tuition and Morning/Aftercare in a timely manner.

Morning Only (9:00 am to 12:00 pm): For convenience, tuition is charged monthly and is due on the first day of every month, for that month. August payment pays for August plus June of the following year as both are short months. A late fee of \$50 is applied after the fifth day of EVERY month if tuition is late; termination of services can occur if payment is not received by the 30th. All payments must be kept current. **Morning Only, Lunch Bunch, Free VPK, and VPK STEAM and AFTERCARE children are charged extra tuition for Teacher Planning Days, Thanksgiving Camp, Winter Camp, Spring Break Camp, if needed. These children MUST register for these extra mornings throughout the preschool year.**

Full Day and VPK FULL DAY (7:30 am to 6:00 pm): For convenience, tuition is charged monthly and is due on the first day of every month, for that month. August payment pays for August plus June of the following year. A late fee of \$50 is applied after the fifth day of EVERY month if tuition is late. All payments must be kept current; if payment is not current by the 30th of the month, termination of services can occur. **Full Day and VPK Full Day tuition includes Teacher Planning Days, Thanksgiving Camp, Winter Camp, Spring Break Camp, even if you do not use it, because care is being offered. The office needs to be notified when you plan to use this service.**

Lunch Bunch (8:00 am to 1:30 pm): For convenience, tuition is charged monthly and is due on the first day of every month, for that month. August monthly payment pays for August plus June of following year. A late fee of \$50 is applied after the fifth day of EVERY month if tuition is late. All payments must be kept current; if payment is not current by the 30th of the month, termination of services can occur. **Lunch Bunch children are charged extra tuition for Teacher Planning Days, Thanksgiving Camp, Winter Camp, Spring Break Camp, if needed. These children MUST register for these extra mornings throughout the preschool year.**

Free VPK (8:45 am to 1:30 pm): There is no tuition or registration charge. **Free VPK children are charged extra tuition for Teacher Planning Days, Thanksgiving Camp, Winter Camp, Spring Break Camp, if needed. These children MUST register for these extra mornings throughout the preschool year. If these services are used the Registration Fee will be charged.**

VPK STEAM/Aftercare Program (8:45 am to 6:00 pm): For convenience, tuition is charged monthly, and is due on the first day of every month, for that month. August monthly payment pays for August plus June of following year. A late fee of \$50 is applied after the fifth day of EVERY month if tuition is late. All payments must be kept current; if payment is not

current by the 30th of the month, termination of services can occur. **VPK STEAM/Aftercare children are charged extra tuition for Teacher Planning Days, Thanksgiving Camp, Winter Camp, Spring Break Camp, if needed. These children MUST register for these extra mornings throughout the preschool year.**

**** Tuition is charged regardless of holiday, attendance, or any emergency school closures. Tuition is due every month you are enrolled at CKP during the preschool year, which includes through ALL of December and ALL of March/April.**

ALL TUITION PAYMENTS MUST HAVE YOUR CHILD'S NAME ON THE CHECK.
ALL MORNING CARE, AFTERCARE, AND LATE PICK-UP FEES are due on the 1st of every month; \$50 late fee is assessed on the 5th of the month; services can be terminated on the 30th of the month if not paid by that date.

ANNUAL TUITION

Instructional Preschool 2025-2026Year

Tuition is charged according to your child's program.

Non-refundable registration fee due for all children (VPK Certificate ONLY for children who will attend Free VPK program)

Registration Fees: \$300

School Improvement Fee: \$150 per family due Christmas break.

Annual Yearly Tuition covers the Academic Instructional School Calendar and can be charged monthly for the parents' convenience. Tuition is charged regardless of holiday, attendance, or any emergency school closures. Care needed for non-instructional days (Teacher Planning Days, Thanksgiving, Winter & Spring Breaks) will be assessed additional charges, except for Full-Day students. **For families wishing to pay in full at the start of the school year (or upon enrollment), we give a 10% discount for pre-payment in full. This option must be paid in the preschool office with check, money order, or cash and not online through Child Watch.**

18-24 month Class: (18 months by Sept. 1) **Non-refundable registration fee required**

***Morning Only 9:00 am to 12 noon** \$550 Monthly (Morning only children abide by our Academic Instructional Calendar & pay an extra \$15 per hour if in need of morning/aftercare. Teacher Planning Days, Thanksgiving, Winter, & Spring Break Camp are \$50 per morning/\$70 per day. Arrangements must be made ahead of time.)

***Full-Day 7:30 am to 6:00 pm** \$920 Monthly (Full Day includes Teacher Planning Days, Thanksgiving, Winter & Spring Breaks and will be charged regardless of attendance, because care is available. You must sign up in advance.)

***Lunch Bunch 7:30 am to 1:30 pm** \$750 Monthly (Lunch Bunch children abide by our Academic Instructional Calendar & pay an extra \$15 per hour if in need of aftercare. Teacher Planning Days, Thanksgiving, Winter, & Spring Break Camp are \$50 per morning/\$70 per day. Arrangements must be made in advance.)

Two-Year-Old Class: (2 by Sept. 1) **Non-refundable registration fee required**

***Morning Only 9:00 am to 12 noon** \$500 (Morning only children abide by our Academic Instructional Calendar & pay an extra \$15 per hour if in need of morning/aftercare. Teacher Planning Days, Thanksgiving, Winter, & Spring Break Camp are \$50 per morning/\$70 per day.)

***Full Day 7:30 am to 6:00 pm** \$875 Monthly (Full Day includes Teacher Planning Days, Thanksgiving, Winter, & Spring Breaks and will be charged regardless of attendance, because care is available. You must sign up in advance.)

***Lunch Bunch 7:30 am to 1:30 pm** \$695 Monthly (Lunch Bunch children abide by our Academic Instructional Calendar & pay an extra \$15 per hour if in need of aftercare. Teacher Planning Days, Thanksgiving, Winter, & Spring Break Camp are \$50 per morning/\$70 per day)

Three-Year-Old Class: (3 by Sept. 1) **Non-refundable registration fee required**

***Morning Only 9:00 am to 12 noon** \$500 Monthly (Morning Only children abide by our Academic Instructional Calendar & pay an extra \$15 per hour if in need of morning/aftercare. Teacher Planning Days, Thanksgiving, Winter, & Spring Break Camp are \$50 per morning/\$70 per day.)

***Full Day 7:30 am to 6:00 pm** \$875 Monthly (Full Day includes Teacher Planning Days, Thanksgiving, Winter, & Spring Break and will be charged regardless of attendance, because care is available. You must sign up in advance.)

***Lunch Bunch 7:30 am to 1:30 pm** \$695 Monthly (Lunch Bunch children abide by our Academic Instructional Calendar & pay an extra \$15 per hour if in need of aftercare. Teacher Planning Days, Thanksgiving, Winter, & Spring Break Camp are \$50 per morning/\$70 per day as space is available)

Free VPK for those who turn 4 before September 1: **Non-refundable registration fee as needed and VPK Certificate**

Free VPK 8:45 am to 1:30 pm: VPK Academic Instructional Calendar only
-Morning Care (if needed and prearranged) 7:30 am – 8:45 am: \$20 per use
-Late Pick-up after 1:30 (if needed and prearranged): \$20/hour

We abide by the Early Learning Coalition request that FREE VPK be offered free of charge. If a Free VPK child moves into a tuition-charged program such as **VPK STEAM and Aftercare** or **VPK Full Day** program or uses any before or after care service, a registration fee (\$300) is applied. Free VPK children must pay \$50 a half day or \$70 a day Full Day if care is needed during Teacher Planning Days, Thanksgiving, Winter, or Spring Break. Prior arrangements must be made, and space must be available.

VPK STEAM/Aftercare 8:45 am to 6:00 pm: \$450 Monthly.

-A non-refundable registration fee of \$300 is to be paid at time of registration for program needs.

VPK Full Day 7:30 am to 6:00 pm \$500 monthly.

-A non-refundable registration/supply fee of \$300 is to be paid at time of registration for program needs.

(VPK Full Day tuition includes Teacher Planning Days, Thanksgiving, Winter & Spring Breaks and will be charged regardless of attendance, because care is available)

Non-VPK 4-year-olds:

- Registration and Curriculum fee of \$300

- **VPK Full Day care 7:30 am-6:00 pm** \$875 Monthly

(Non-VPK Full Day tuition includes Teacher Planning Days, Thanksgiving, Winter & Spring Break and will be charged regardless of attendance, because care is available. You must sign up in advance.)

- **Morning only 8:45 am-1:30 pm** \$695 Monthly

(Non-VPK Morning only children must pay \$50 each morning from 9 am-12 pm or \$70 a day Full Day from 7:30 am-6:00 pm if care is needed during Teacher Planning Days, Thanksgiving, Winter & Spring Break.)

(Non-VPK 4-year-old Morning only children must pay \$55 each morning from 9 am-12 pm or \$75 a day Full-Day from 7:30 am-6:00 pm if care is needed during Teacher Planning Days, Thanksgiving, Winter & Spring Break.)

*A 10% discount is offered for Cornerstone Church Members; First responders; Members of the Military; Ministry families; Second+ sibling (on lower tuition).

Tuition Checks/Cash/NSF

Checks are made to Cornerstone Kids Preschool and are hand delivered to the preschool office or put in the locked mailbox outside the office. CASH PAYMENTS MUST BE BROUGHT TO THE PRESCHOOL OFFICE so that a receipt may be given. Cash is not to be left with any teacher or staff, and staff should not be distracted by a conversation about monetary matters. CKP accepts online payments via credit card through the Lillio software system which adds a convenience fee to credit card payments.

*** A \$25.00 returned check fee is charged for any check that is returned from the bank or is assessed as NSF – Insufficient Funds. After two NSF checks, payment will be in cash or by money order for the remainder of summer camp or the preschool year.**

Late Pick-Up Charges

If a child is an 18 month, 2's, or 3's morning only child, they are moved to after care at 12:15 pm if not picked up by a parent/person on the child's emergency contact list. The child is charged for after-care use beginning at 12:15 pm at \$20 per hour.

If a child is a Free VPK child, they are moved to our after-care program at 1:45 pm when not picked up by a parent/person on the children's emergency contact list. The child is charged \$20 per hour for after-care use.

If a child is a VPK STEAM/After Care Program child already paying \$450 monthly, the late pick-up fee is \$20 per 15 minutes starting at 6:01 pm daily.

If a child is 18 months, 2's, 3's, or VPK full day child, late pick-up charges begin at 6:01 pm according to our staff cell phones. Late pick-up fees are calculated at \$20 per 15-minute increments per child.

Late pick-up after 6:00 pm is serious. If a child is left late for a third time over a two-month period, you will be asked to find another center that meets your need of later pickup. Please let us know of your late pick-up in advance when possible, by informing the school administration office or your child's teacher. **Fees will be assessed.** Emergency contact phone numbers will be contacted. The director is called when a child remains at 6:01 pm. Arrangements are made to relieve staff; DCF is called if parents and emergency contacts cannot be reached.

Late pick-up charges are assessed, recorded, and paid to our preschool office. Any concerns about late pick-up charges are handled by our director and **NOT** with staff who assist your child.

Curriculum

A) The Cornerstone Church Curriculum: Our Chapel program with the pastor is a highlight. To be in Rudy Chapel with the church pastor and hear Bible stories about God and Jesus from the Old and New Testaments is what makes us unique in our community. There is a strong connection between our church and our preschool through Chapel, daily conversation, prayers before eating, and Bible songs.

B) The Creative Curriculum by Teaching Strategies involves teacher observation and documentation in relation to curriculum objectives. CKP focuses on social and emotional skills needed for future success in school, relationships, and life. We offer a well-balanced program which fosters intellectual growth by discovering, exploring, and experiencing. We use child-directed and teacher-directed instructional strategies to discover letters, shapes, colors, and general knowledge that is age-appropriate. Teachers set up learning centers, establish schedules and routines, organize free choice times, and small/large group activities. Our interest and learning centers include: Blocks and Large Toys, Dramatic Play, Art Center, Library, Table Top manipulatives/puzzles, Discovery Center, Writing Center, Music & Movement, Sand Tables, and Outdoor Play. Materials in these centers meet the developmental needs of young children and enhance the domains of learning in our VPK program. Teacher observation and documentation lead to a variety of instructional strategies to guide learning. Teachers interact with children throughout the day by asking open-ended questions, engaging in conversation, observing activities, and noting social interaction among classmates. Social skills are a large part of Creative Curriculum as children learn how to interact and solve conflicts peacefully. **"Conscious Discipline"** by Becky Bailey is used to help achieve these goals. Children learn to respect individual differences and cultures, to include rather than to exclude in work and play, to cooperate with other children and adults, and to care about others. We desire all children to develop their own inner discipline, to be empathetic towards others and to be good citizens.

The Creative Curriculum for Toddlers by Teaching Strategies will be used. This involves teacher observation and documentation in relation to developmentally appropriate activities for 12-24 month children. Each child will have a morning drop off routine developed in relationship with parents so the overall class routine is maintained for consistency. CKP

focuses on social and emotional skill development as well as language and cognitive development in an emergent literacy-rich classroom. We offer a well-balanced program which fosters intellectual growth by discovering, exploring, and experiencing. We use child-directed and teacher-directed instructional strategies to introduce general knowledge themes and conversation which introduce letters, numbers, shapes, colors, science, and math. Teachers set up learning centers, play areas, establish schedules and routines, organize choice times and small/large group activities. Teachers interact with children throughout the morning through intentional conversation, sensory activities, reading, creative arts, and movement to music. Social skills are a large part of Creative Curriculum as children learn how to parallel play with other children their age.

Early Learning and Developmental Standards CKP follows the Florida Early Learning and Developmental Standards (2017) for lesson planning. “The standards and benchmarks reflect the knowledge and skills that a child on a developmental progression should know and be able to do at the end of an age-related timeframe.” For more information, please go to the website: <http://flbt5.floridaearlylearning.com/>

Screening and Assessment

A) Ages and Stages Questionnaires(ASQs) are a screening tool offered to the families and requires parents’ consent to be completed by a teacher. “The ASQ screening system has been tested extensively and is based on sound child development and assessment principles. Backed by almost 40 years of rigorous research, ASQ questionnaires are highly accurate in identifying children with developmental delays with excellent sensitivity and specificity. High validity and reliability have been demonstrated through detailed psychometric studies. “

B) VPK Assessments are done three times per school year, using the required VPK Assessment tool.

Animal Visits at CKP

Occasionally specific animal visits are arranged by our staff under the supervision of our director for the enjoyment of all children. This may include dogs, pigs, rabbits, snakes, etc., that have been approved by our director. Cats or kittens will not be allowed in any classroom. If your family has a new pet, that pet must be approved and visited by our director before coming on site at any time, which includes drop-off and pick-up times. Thus, do not bring your pet to school with your child. Please know that fish aquariums are in our classrooms from time to time.

VPK-Voluntary Pre-Kindergarten

CKP has participated in the Florida VPK program since it began in 2005. A child must be 4 by September 1st and present a VPK certificate to register and participate. We begin VPK registration in early spring each year.

Our VPK program is 540 instructional hours over 3 hours per day Monday through Friday in our preschool year. (Please see our Instructional Preschool Calendar.) The State of Florida pays our center directly for your child to participate in the VPK program. **Daily attendance is monitored and expected.** If a child misses more than the allotted absences for our VPK program per month and per year according to the VPK 80/20 rule, tuition will be charged for that child to complete VPK at \$35 per VPK instructional morning and the registration fee will be charged. All absences are counted.

Daily attendance sign-in & out forms are used, and parent signatures will always be monitored. VPK children are instructed each day from 9:00 am to 12 noon. VPK teachers meet specified teaching requirements through the Early Learning Coalition office. Beyond our curriculum, VPK includes ½ hour of outside play, ½ hour of emergent literacy skills, ½ hour of music, ½ hour of teacher directed activities, and 1 hour of uninterrupted child-choice play. VPK helps prepare your child for kindergarten in age-appropriate ways. **VPK parents are required to sign our VPK Attendance Policy before beginning VPK. Parents will also sign a monthly attendance calendar as required by the Early Learning Coalition of Miami-Dade, Monroe Counties.**

Children With Special Needs

We realize our facility may not be appropriate for all children and their particular needs. Families of a child with special needs may schedule a conference with the school's director. The director will, at that time, determine whether your child may enroll in our center on a trial basis. After an appropriate trial period, the director will, once again, schedule a conference and determine whether the specific needs of your child are being met without interfering with the everyday care of the other children attending our school. If it is determined that we cannot accommodate your child's needs, within the confines of our current staffing requirements and schedule, you will be required to find other childcare within a reasonable amount of time. The allotted time frame will be at the discretion of the director.

Interview and Tour: Contact us to schedule an interview and tour of our facility. Allow for approximately 30 minutes, so we have adequate time to discuss your child's specific needs, our program policies, and to address all your questions.

Note: We highly recommend that all parents visit any center they are considering prior to enrolling. It's almost impossible to tell if a program is right for your child without seeing it in person.

Check Availability – We have a limited number of vacancies/openings at any one time. If we do not have availability in a classroom for your child at the time you wish to enroll, we do have a waiting list. You may place your child on this list and we will notify you if space becomes available.

Teacher Planning Days/Thanksgiving, Camp, Winter Camp & Spring Break Camp

Because our preschool instructional calendar follows the Miami-Dade County Public School calendar closely, we schedule the same Teacher Planning Days for our staff, as well as abide by Thanksgiving, Winter & Spring Breaks. All children needing to participate must sign up ahead of time so we can schedule the correct number of staff needed for these days.

To Attend Teacher Planning Days/Thanksgiving, Winter & Spring Break Camps:

A child may attend with no extra charge if they are Full-Day children, including Full-Day VPK. A child may attend if you pay extra for care if you are Morning Only, Lunch Bunch, Free VPK or VPK STEAM/Aftercare. **All MUST sign up specifically for each day needed**, so we can be prepared with staffing and supplies for your child. Please note that participating children will be grouped together, and activities are planned to begin in the Morning Care room. Children will not be in their regular room or with their regular teacher so that teachers can plan, clean, etc. in their regular classrooms. Children will be cared for by our Assistant Teachers with planned activities for the day. Thus, Free VPK children, VPK STEAM/After Care, Lunch Bunch, and Morning Only children have additional charges for these days.

Sign-In & Out DCF Book

It is a state policy that every child be signed in by an adult 18 years or older upon arrival and that the signature is legible and readable. It is a Department of Children & Families law that the correct time be recorded and that the parent sign in each and every time the child is left for care at CKP. At pick-up time, the correct time of pick-up is recorded by an adult over the age of 18 who is on the child's contact list according to the parent's application instructions. Both drop-off and pick-up are completed as quickly as possible by the parent while still maintaining care for your child. This lessens the amount of parent/adult conversation because the CKP staff continues to watch all children under their care. At pick-up, the parent escorts their child out the gate and to their car as soon as possible. After the child has been signed out, he/she is fully in the parent's care. Signed out children are not to roam freely while parents converse with one another, nor are siblings allowed to engage in playground activities during pick-up. CKP staff is required to maintain the playground for enrolled children only while CKP is in session due to our insurance policies. Grandparents and parents are not to linger on the playground at pick-up time.

Daily Arrival Routine

We encourage all families to create their own goodbye/greeting ritual for their child. Perhaps it is a special hug, kiss, handshake, verbal poem, or whistle. This enables your child to know that when their "ritual" is done, that you as parent will leave and that the child will be safe. Your ritual is a quick and gentle one. **Parents are not to linger at the classroom doors.** Staff will help you with a crying child and will take the child at your direction. Parents are not able to stay at the classroom past 9:00 am because the instructional day for all children has begun and parents must go. A phone call to or from the office at 305-235-6654 will help you to know how your child is doing. If a little one is having a difficult time adjusting, please keep to the normal drop-off time of before 9:00 am, but an early pick-up may be arranged, after consultation with our director.

Smoking Policy

There is absolutely no smoking or vaping within the school or on the school grounds. Violators will be asked to leave.

Toilet Training in our 2's Class

Toilet training for our 2's is a parent-directed activity that is reenforced by our staff at your request. When toilet training, parents provide 3 to 4 full changes of clothes every day. **For toilet training at CKP, the child must show signs of success and the child must receive the same toilet-training process at home. Please do not continue with pull-ups at home if you have asked CKP to help you with toilet training!**

Parents provide daily diapers for their child as needed. Bags of diapers will not be stored in our 2's classroom. Specific diapering ointments and creams are not permitted or used per DCF rules, unless there is a severe diaper rash, and a severe medication form has been filled out ahead of time in the office. The parent would then provide the specific cream or ointment in a new container or tube.

*Children will need to be fully potty trained for our 3's classrooms for the coming school year.

Policies

Discipline Policy

Discipline is necessary for all of us to live in the world together. Without discipline we would not get to work safely, catch planes, or buy groceries while the stores are open. The ultimate discipline is that which comes from within and does not depend on an external reward or punishment to ensure positive behavior and good personal choices.

An important part of our CKP teaching task involves helping children develop inner discipline. This means we must provide reasonable rules, and logical consequences for breaking those rules, and be willing to give more responsibility to children as they are able to assume it.

We use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement. We provide a safe place in the classroom to spend quiet time apart according to the child's needs or requests. Consistent, clear rules, and daily routines are established and followed by all.

We do not spank children. In the event we have a child whose behavior is consistently not acceptable, for example, biting, hitting, kicking, screaming, or any kind of repetitive unacceptable behavior, an observation by the director and conference with parents will be necessary to ascertain the next most appropriate steps. We will always attempt to correct the unacceptable behavior first and if necessary, bring in the parents next.

Remember that a crisis at home affects the child's behavior at school. Let the school know the joyous happenings, the upsetting experiences, or important changes at home that may affect behavior. These will be held in confidence between director and teacher and will help teachers understand the child's behavior. Please inform teachers about what a child has been told concerning an impending birth, serious illness, being adopted, or a recent death, so that any conversations at CKP can support your words with empathy.

***A signed copy of this page is included in our Application Packet as required by DCF for discipline concerns. Parents are required to sign that they have read & understand CKP's Discipline Policy.**

Parent or Guardian Signature: _____

Date: _____

Child at CKP: _____

Illness Policy and Health Issues

A child attends only if he/she is in good health & able to participate in all daily activities. All families must have a care plan in place for when your child becomes sick. CKP does not care for sick children according to our DCF license.

The following DCF guidelines indicate when a child is to be kept at home for their health and the health of all children in classrooms. The following are also our guidelines for sending a child home from CKP:

*The child has vomited, has a fever of 100 F (37.8 C) or more, or has had diarrhea within the last 24-hour period.

If your child is sent home with a fever or diarrhea, that child needs to be fever free and diarrhea free for 24 hours without the aid of over-the-counter fever reducers before returning to school.

*The child has a heavy nasal discharge, which has color.

*Pink eye, Conjunctivitis, Impetigo, Head Lice & Nits, rashes or any contagious infection.

*Exposed open skin lesions.

*The child has evidence of a cold, sore throat, frequent sneezing or coughing.

*Concerning antibiotic medications: 24 hours following last dose must pass before the child may return to Preschool.

When your child is sick, please call the office to say your child will not be attending school. This information helps us care for all children. Please notify us immediately if the illness is a communicable disease. If so, children will need a doctor's note to return. All parents will be notified if there has been exposure to a communicable disease.

Emergency contact information must be updated at all times by parents, as well as current immunizations and health record forms. ***Failure to update an immunization record is cause for the child not to be admitted back into the classroom until the immunization records are in DCF compliance.***

Medication Policy

CKP WILL NOT administer **medication to children**. This includes all over-the-counter medications and prescription medications. (PLEASE SEE SEVERE MEDICATION STATEMENT FOLLOWING) **Sunscreen or hand sanitizing gel may not be in a child's backpack at any time. Please apply sunscreen and bug repellent before coming to school.**

Because some children have severe life-threatening allergies to peanuts, peanut products, other nuts, and shellfish, all these products will not be permitted on school grounds. CKP is a shellfish, peanut and nut-free preschool zone.

ALL PARENTS MUST INDICATE THE MEDICAL AND ALLERGY CONCERNS OF THEIR CHILD ON THEIR ENROLLMENT APPLICATION FORM BEFORE THE FIRST DAY OF ENROLLMENT.

If **severe medications** are needed such as Epi-pens or asthma inhalers, a **Severe Medication Form** is filled out at the time of enrollment. Such prescriptions are checked and our severe medication procedure is discussed with that parent. We ask that parents request from their pediatrician a different medication other than Albuterol if a nebulizer is needed at CKP. If Albuterol is the only drug available for your child, a doctor's note must accompany your nebulizer request for CKP because the heart rate is increased with the use of this drug.

If "severe medication" is needed as described on your child's form, a phone call to parents will be made when severe symptoms arise, and the child presents a need for medication. Consent will be given over the phone and the parent will pick up the child as soon as possible. Epi-pen use requires a 911 call immediately. CKP staff are certified in Pediatric First Aid and CPR and best practice is followed.

All children and staff must wash their hands upon arrival to our school and periodically throughout the day including before snack, lunch, and after bathroom use. Hand sanitizing gel will be used with supervision and our staff routinely cleans and sanitizes all surfaces in the classrooms. We employ a daily cleaning service for our facility as well.

Biting Policy

Biting is common among young children. **However, such behavior is not acceptable.** Although our teachers use best practices to prevent biting, children occasionally do bite each other. When this happens, the area where the child was bitten is immediately washed with soap and water. Both children, the child who was bitten and the child who did the biting, are then given care. An accident/incident form is filled out and the parent of the child who was bitten is

given a copy. The parents of the biter will be notified so that they can work with the staff to eliminate the behavior. An accident/incident form is completed and given to the parent of the child who did the biting. After two biting incidents by the same child, the lead teacher and/or director will have a conference with the parents/guardians to help them form a plan to reduce future re-occurrences. After a third occurrence, parents will be encouraged to be open to and seek outside/professional help. If a fourth biting incident occurs, the child may be asked to be withdrawn from the program.

Media Policy

CKP uses media such as videos and DVD's as they pertain to our instructional goals and activities for the day. Specific child and family photos are requested for sharing in each classroom. Onsite pictures of activities are taken for our website, Facebook page, Instagram and our end-of-year picture presentations and CDs. We use pictures in our multi-media presentations for family gatherings at Thanksgiving, Christmas, and our VPK year-end graduation. We also use photos of school activities in our advertising for CKP. Parents are requested to sign a Media Policy permission form at the beginning of each preschool year for enrollment.

Child Abuse and Neglect Policy

CKP is required by state law and bound by ethics to report all suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline as stated in the DCF Florida Statutes for licensed childcare facilities. All childcare employees have been trained in detection and report of suspected abuse, neglect, and abandonment. We are mandated reporters.

Withdrawal Policy

CKP asks for two weeks' notice before withdrawal if a family is moving or a child is being withdrawn from CKP. Parents will be charged according to tuition plan until **written** notice is received by the preschool office.

Dismissal Policy

Our director and staff are committed to creating and maintaining a relationship built on communication, trust, and respect with all parents, their children, and their family members. Based upon that, a family can be dismissed by our CKP Director for the following reasons:

- *Failure to keep current on registration, tuition, and/or Morning/Aftercare payments.

- *Failure to respect our Late Pick-up Policy for Free VPK or for any child.

- *Failure to abide by the VPK attendance policies as set forth through the Early Learning Coalition of Florida for all VPK providers and VPK children, which includes the 80/20 attendance rule.

- *Failure to update required DCF Immunization and Health Forms.

*Failure to communicate in good faith with our staff and director concerning any issue pertaining to our childcare policies herein.

*Failure to treat other parents, staff, and children on our CKP location with respect and kindness in every aspect of behavior.

All dismissals are resolved by our director in discussion with our pastor and Preschool Board, if necessary.

Dismissal could also result for children based on observed and documented behavioral concerns which create an inability for our staff or facility to meet the needs of your child. In this case, documentation is required, and outside resources are sought to meet the needs of your child.

Accident and Incident Reports

Accident and Incident Report forms are filled out for any accident, injury, or notable incident that takes place. Our staff will complete the form, our director will be made aware of the concern, and forms are given to parents to sign at pick-up time. The signed original is kept in our office. It is our policy that names of other children involved in accidents or incidents are not given out.

If a child becomes ill or is injured at school, a parent (or designated emergency contact) will be notified immediately. If a child has a head injury, the parent will be called. **It is IMPERATIVE that your emergency contact/work information must always be kept current. If you have a cell phone, please make sure it is listed on your child's file.** The child must be picked up ASAP. We do not have facilities to care for sick children. The comfort and care of your child is most important, as is protecting others from illness. If you cannot be reached, your designated alternate emergency contact will be phoned. Sick or injured children are separated from their classmates and will be in the Office (Room 206) until picked up. If CKP sends a sick child home, they will not be able to return until 24 hours later. (Example: Johnny has thrown up on Monday morning at 10 am; he cannot return until Wednesday morning, at the earliest.)

Emergency Contacts

Emergency contact numbers are of utmost importance. The EMERGENCY CONTACT RELEASE STATEMENT will be notarized by the NOTARY that we have on staff. Parents are to keep this information current at all times.

If someone else is sent to pick up your child, that adult must be over 18 years of age and must be on your authorized pick-up list or on your emergency contact list. If someone not on a designated list must pick up a child, the parent may call the office and give the name of the person. **That person must bring a picture ID** and that person is to be included on your contact information as soon as you are able to add them. If possible, the parent, also, can send an email to the office(cornerstonekidspreschool@gmail.com) with the name and photo id of the person. Parents make written updates in the office and not through the child's teacher. **Staff will ask for driver's licenses of all people picking up your child until we recognize them.**

Emergency Procedures

During weather emergencies, CKP follows Miami-Dade County Public School decisions for our area. Listen to radio/television announcements for our area. If necessary, CKP will notify you by phone, email, or text. CKP will open or close during or after a weather emergency based on the needs of our staff & facility in consultation with our director and church pastor. For emergencies specific to our building (no electricity or water, etc.), decisions are made by our director. After any emergency, we reopen as soon as possible.

According to DCF rules, monthly fire drills are held. Dates and times for these drills will vary according to DCF policy. Your child's emotional well-being is considered first and foremost in all fire drill plans and children are prepared for these drills in a calm and reassuring manner.

Disaster Preparation

As part of our policies and procedures, we are required to have an evacuation plan in place. If for any reason we needed to evacuate the building, we would leave a note taped to the gate doors of the school. The note would contain the following information:

- Where we have evacuated children and staff.
- A cell phone number where we can be reached.

We would evacuate to the main Sanctuary or the Fellowship Center here on the church campus. As soon as we are certain that all children are safe, we will begin to contact the parents via cell phones. Please be sure that all contact numbers have been updated and are in working order. Staff will remain with the children and care for their needs until all children are united with their individual families.

***We will send an email and a text message.**

Lock Downs

If it should occur that authorities require us to have a lockdown for the safety and security of our children, we will abide by the following procedures:

- All doors/windows will be secured and locked, once it is established that all children are accounted for and in their assigned classrooms.
- Administration personnel will quickly double check to be sure that all windows and doors are secured.
- **NO ONE** (including parents, guardians, or staff) will be permitted to enter or exit the building during this time.

Once authorities have given the "all clear", persons will be permitted to enter and exit the school. Families will be notified by phone, text message, or in person when the lockdown procedure has ended.

Safety Rules (Best Practices)

***Cell phone use at CKP within preschool grounds or parking lot is discouraged.**

Please devote full attention to your child and to all children on the property.

*Children must be accompanied to the school and be picked up by an authorized adult over the age of 18 years.

*All children are to be signed in and out daily with the correct date, time, & signature.

*Please hold small children by the hand at all times.

*Parents must monitor their child on the stairs.

*The playground is closed to all parents, children, and siblings.

*Drive slowly in the parking lot and actively look for children! Hold your child's hand! Use the marked spaces in the parking lot to be considerate of others and our high volume of traffic.

*Children, purses, and keys are not to be left in your car. **LOCK YOUR CAR WHEN YOU LEAVE IT!** Please do not leave valuables in plain sight in your car. Do not leave your car running when you enter and exit.

***All children must be in car seats, boosters, and/or seatbelts.**

*Refer anyone asking for financial or food assistance to our church office and then call immediately to our preschool office or come back in with your child to alert someone on staff immediately.

*Do not allow any stranger into the gated area of the preschool. Tell them to wait outside until you bring a staff to help.

*We are a non-smoking church and preschool. No smoking on church grounds.

*Pets cannot be brought to school at drop-off or pick-up and cannot be tied by entrance gate or at trees.

***Remember that once you have signed for your child, responsibility is turned back to you. DO NOT LET CHILDREN WANDER THROUGHOUT THE SCHOOL ALONE, NOR PLAY ON THE PLAYGROUND, NOR BE OUTSIDE ALONE, NOR BE IN THE BATHROOMS ALONE.**

Family/Parent Involvement

CKP maintains a partnership with parents based on mutual trust and respect. You are invited to observe and participate in your child's classroom after checking with our director and your child's teacher for the best time to do so. Our doors are always open for you.

A staff member must accompany visitors through the school.

News of activities and special programs are announced by email, bulletin boards, monthly newsletters, calendars, office memos, and our website. **Please check your child's backpack every day.** All families are invited to participate in our CKP media pages.

Families are invited to Sunday worship services and all Cornerstone Church activities. CKP children may participate in a special children's service once a year if you wish.

Family-Teacher Communication

It is important to a child that the important people involved with them communicate feelings, share ideas, and listen to one another. Your child is watching all of us! Because of this, we provide different ways to communicate with parents. It is imperative that you read the notes posted on the bulletin boards, sent in backpacks, listed on the calendar, or sent in emails.

You as a parent can always call the office and we will take a message or ask a teacher to call you back when possible. You are encouraged to make calls to the director/office during our time of operation. You may schedule a conference with the teacher when necessary. You may always send a note to the teacher or office.

Throughout your child's preschool year, there will be Orientation/Open House, and other events. Parent /teacher conferences can be scheduled when either parents or teacher see a need. We encourage both parents to attend conferences and be involved in the life of their child here at CKP. We treat all family records and conferences with utmost confidentiality and only share information with agencies when we have received parental permission.

Items Students Need Daily

*A backpack which they bring themselves, to develop personal responsibility and independence.

*A labeled water bottle DAILY (first and last name). They use it on our playground and in their classroom daily.

*A change of clothes daily which should include: socks, underwear, shirt (long sleeved or short sleeved), shorts/pants/skirt, labeled jacket (if necessary), and sneakers or other closed toed shoes. (See our Dress Code policy).

*A nutritious morning snack of two items only, along with juice or water.

*A nutritious lunch in a lunch box.

Items Not To Bring

Children will not be allowed to bring pacifiers, tiny toys, toys with small pieces, toy guns or other weapons, candy, gum, soda pop, make-up, jewelry, or money to CKP. Please do not bring videos, computer games, or balloons to school. Please keep your child's toys at home or in your car unless there is a request or invitation from your child's teacher. Toys from home create unnecessary conflict and they can be misplaced, broken, or lost.

Jewelry should not be worn; it can be hazardous in play and can be lost. Bottles and pacifiers will not be admitted at CKP. These only increase a child's chances of exposure to germs in the classroom. Teachers may disallow other items at their discretion.

Naptime Pillows and Blankets

Children registered as Full Day or children staying for afternoon hourly After Care must bring in the following for your child's nap/rest time:

*A fitted sheet that fits a 51 by 21-inch cot

*A small child's pillow (NOT a bed pillow)

*A blanket that fits the cot and is comforting to your child (NOT a bed blanket)

All freshly laundered naptime items, each of which are labeled with the child's name, are brought on Monday mornings in a **labeled WHITE plastic bag. All items must fit securely in the plastic labeled bag—Do not use small grocery bags.** All bedding is taken home on Friday afternoons. Our cots are cleaned and stacked after use. **The plastic bags are a requirement by the DCF Sanitary Codes for naptime children, and it is our policy as well.**

Morning Care

Morning Care is used by children who arrive between 7:30 am and 8:30 am and the charge for Morning Care is outlined for each age group of care under our tuition section. If you are a Full Day child or a VPK Full Day child there is no charge for Morning Care. Morning Care is arranged in a specific room for your child's age group according to the number of children needing care on a regular daily basis. Morning welcome and free play interaction and activities are set up for children as parents sign-in their child. Children should not eat during Morning Care because breakfast should be eaten before arrival.

Afternoon Aftercare

Aftercare is used by children who need extra hours of care beyond 12:15 pm for 18 months through 3 years or beyond 1:30 for VPK. There is a special charge for Aftercare outlined for each age group under our tuition section. If you are a Full Day or Full Day VPK child, there is no extra charge for Aftercare. Aftercare includes playground activities, eating lunch, quiet room activities, nap time, afternoon snack (which CKP provides), followed by playground activities. **LUNCH BUNCH** includes ½ hour lunch, ½ hour playground time. **VPK STEAM/Aftercare** includes lunch, STEAM instructional time by our VPK staff, nap, and playground.

Dress Code

PLEASE DRESS YOUR CHILD COMFORTABLY FOR A FUN DAY! Athletic shoes are required for playground play, for running, climbing, and going up stairs and ladders. Flip-flops and shoes with heels or wheels may not be worn. Shoes must fit your child correctly and laces must be the correct size.

Girls wearing dresses or skirts must have shorts on underneath. CKP T-shirts are available for your child to wear on any day.

All clothing should be easy for your child to manage in the bathroom. Please avoid belts as elastic waistbands make it easier for your child to use the toilet and create independence.

VPK students are required to wear our CKP uniform.

Polos can be purchased anywhere, but can be embroidered at:

All Uniform Wear
305-384-0433
18705 South Dixie Hwy, Miami, FL 33157

CHILDREN MUST HAVE A FULL CHANGE OF CLOTHES AT ALL TIMES. This includes underwear, socks, shorts and shirt, or long pants and long sleeved shirt, as the weather dictates, and shoes. Such a change of clothes should be kept in your child's backpack daily.

We do encourage play clothes because of our many varied activities, which include playground, painting, sitting in chairs and on the floor. Please provide a labeled jacket on cooler windy days.

CKP Activities Within our Church Property Complex

Parents sign a Permission Slip giving your child permission to move about our church complex under teacher supervision for the following activities: Chapel in Rudy Chapel, activities in our Fellowship Center, picnics, summer session in the summer, sprinkler activities in the summer, etc. These areas are not monitored by DCF, thus special permission is requested. As always, your child would be under the direct supervision of our CKP staff at all times.

Food

Whether here for three hours or more, each day we encourage your child to eat healthy to stay fit and happy. Please know:

*Refrigeration is not provided. A cold pack needs to be used in snack/lunch boxes

***No nuts of any kind, no peanut butter, no chocolate, no shellfish...**

CKP IS A NUT-FREE PRESCHOOL

*All must be fully cooked/prepared...we warm up food, but we do not add boiling water

*No Gummies or Fruit Roll-ups

*No candy or soda

*No toothpicks to hold food together

*Please prepare and cut food in small pieces.

*Popcorn, fresh carrots, hot dogs—all are choking hazards. Please do not send.

*Containers are kid friendly. Children build self-confidence when they open their containers.

*Provide your child with a metal or plastic spoon/fork when needed.

*Please send less juice with corn syrup sweeteners and more 100% juice if sending juice.

***Please refer to myplate.gov website for nutritional education.**
Morning Snack

*Please only two items to eat within 15-20 minutes

*Fruit, veggies, dairy, protein; please do not send in chips or cookies for snack

If Lunch

*A full lunch to eat within 20-25 minutes

*A child MUST have a lunch if staying past 12:15 pm

Please provide variety for your child. Do not send the same thing for your child day after day. They are growing so their taste buds are also growing and developing. CKP staff sit and eat with your child to encourage eating/trying all that you have provided. Children are encouraged to eat main course before crackers or juice. If possible, food is sent home so you know what they have eaten. There is no sharing among children.

Morning Snack, Lunch, & Aftercare Snack

Children eat breakfast at home before arriving at CKP. All children bring a nutritious 2-item snack and a labeled water bottle every day. We do not allow sharing. We will not allow sugar-based items such as Fruit Roll-ups, gummy fruit snacks, candy, gum, soda, nor yogurt in long plastic tubes. We encourage cheese, meat, yogurt, fruit, vegetables, crackers, milk, 100% juice or water. ALL CHILDREN MUST BRING A LABELED BOTTLE OF WATER EVERY DAY. **Please, make sure your child's water bottle and lunch box are labeled with first and last name.**

When creating a food activity in the classrooms, a note will be posted outside in the classroom's binder ahead of time. **Please, continue to send a nutritious snack with your child because they may or may not enjoy trying the foods created in class.**

If your child stays for lunch in Aftercare, you must send a nutritious lunch and a drink to CKP. Teachers eat with the children. We are there to monitor and help them. We encourage them to eat what is sent. Please do not send more than one dessert as extra sweets will be sent home. We do have a microwave in each classroom. **Please send a spoon and/or paper plate every day if needed.** Please use an ice pack in your child's lunch box. CKP's plastic spoons are for backup only and are not to be depended on as everyday supplies for your child. A metal spoon from home is the safest for your child.

If your child stays after 3:30 pm, we provide an afternoon snack.

CKP IS A PEANUT, NUT, AND SHELLFISH FREE SCHOOL ZONE. PLEASE READ LABELS ON PRE-PACKAGED FOODS BEFORE SENDING IN YOUR SNACK OR LUNCH ITEM.

Birthday Parties

Your child's birthday is a very special day. Talk with your teacher ahead of time. A parent/teacher conversation must take place to designate date/time. We keep sweets (and icing) to a minimum —small mini cupcakes are suggested – no large cakes. Only one small item like mini-cupcakes may be brought in. Party bags are sent home, if provided. If invitations for a birthday party off-site are passed out at CKP, you must include all the children in the class.

Invitations would be placed in backpacks at your request: staff are not responsible for invitations or RSVP's. We ask that you do not bring balloons as they can become a choking hazard.

Holiday Celebrations

CKP celebrates holidays from a Christian perspective as we are Cornerstone Church. We do mention all holidays that pertain to children in our classrooms as part of our cultural diversity program. Families will be invited to participate in specified classroom or holiday activities according to the administration's event plans. A sign-up sheet is available at various times. All parties include healthy and nutritious foods. **If your child is allergic, the parent must bring-in specific food for every birthday or holiday event. Do not bring balloons.**

Please talk with our director if you have any questions or thoughts about your child's food at CKP.

If you have a question that is not answered in this handbook, please call the CKP office at 305-235-6654.

**Cornerstone Kids Preschool
20740 Old Cutler Road, Cutler Bay, FL 33189**

DCF # C11MDO177

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